### UNIVERSITY OF MAINE SYSTEM CLASSIFICATION SPECIFICATIONS

#### INVENTORY CONTROL TECHNICIAN

<table>
<thead>
<tr>
<th>CAREER LEVEL</th>
<th>DBM RATING</th>
<th>FLSA STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CL1</td>
<td>B21</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>CL2</td>
<td>B22</td>
<td></td>
</tr>
</tbody>
</table>

#### NATURE OF WORK

This classification performs primarily routine but varied inventory control responsibilities and tasks.

- For incumbents of **Career Level 1**, incumbents spend a majority of time on tasks requiring substantially similar knowledge and skill in assigned area of inventory control.
- For incumbents of **Career Level 2**, tasks are moderately diverse, requiring general knowledge of several areas.

#### TYPICAL CLASS RESPONSIBILITIES

(These responsibilities are a representative sample of essential class duties; position assignments may vary.)

1. Plans, organizes, and participates in the overall evaluation of inventory which may include monitoring inventory counts; coding and labeling supplies, equipment, and related inventory; distributing and tracking materials; receiving, unpacking, sorting, and stocking inventory; checking delivery invoices for accuracy; and/or performing related duties.

2. Purchases inventory based upon existing agreements with suppliers, when levels are low or requests are made which includes issuing purchase orders, recording all purchases and/or performing related duties.

3. Prepares, reviews, interprets, and analyzes a variety of information, data, and reports; makes recommendations based on findings.

4. Performs other duties of a similar nature or level.

#### LEVEL OF DECISIONS

Makes decisions regarding how the operations of a process are carried out by selecting among established techniques and practices. Incumbents have a choice as to how and when the operations are carried out, but not as to what operations constitute the process.

Incumbents may determine the order of the steps to be performed, and the tools necessary to complete the steps. Incumbents typically prioritize tasks on a daily basis based on established deadlines.

#### DIRECTION RECEIVED

- **Career Level 1** tasks are completed following defined procedures and standards, the specific steps of most routine tasks are defined.
- **Career Level 2** incumbents apply departmental and organizational policies and procedures to specific situations, and work under general supervision.
DIRECTION PROVIDED

- **Career Level 1** incumbents may assign/delegate work assignments and smaller projects to student workers and/or temporary employees; May encourage teamwork and group efforts; May troubleshoot problems and issues commensurate with relevant experience.

- **Career Level 2** incumbents may lead/coordinate and/or delegate work assignments and projects to student workers, temporary employees, and/or regular employees; May instruct others in work methods and procedures; May verify the work of others; May motivate individuals and encourage group efforts; May handle the most complex issues requiring substantial knowledge of institutional operations; May anticipate and plan for problems and issues.

TYPICAL CAREER-LEVEL SPECIFIC RESPONSIBILITIES MAY INCLUDE:
Incumbents assigned to **Career Level 1** may be responsible for:

In addition to the **Inventory Control Clerk** classification:

- Conducting physical inventory checks.
- Tracking orders on UPS system.
- Using automated system (e.g., Sequoia) to receive merchandise and textbooks.
- Labeling or coding supplies and equipment.
- Preparing product returns.
- Identifying discrepancies between purchase orders, invoices, and materials received.
- Collecting and disseminating a variety of written and verbal communications requiring knowledge of relevant policies, procedures and rules for assigned area; providing explanations requiring some interpretation of policy to common questions and requests.
- Contacting vendors with questions related to e.g., short shipments, damaged items, over/underpricing, etc.
- Purchasing unique, non-standard materials and supplies.
- Filling, tracking, and delivering customer orders.
- Coordinating delivery of on-line orders.

Incumbents assigned to **Career Level 2** may be responsible for:

In addition to the **CL1** level responsibilities:

- Handling verbal and written communications for a broad range of questions, issues and requests in assigned area of responsibility; preparing customized memos and related communications for non-routine issues; identifying needs of various parties to determine appropriate response.
- Assigning tasks and monitoring performance of student workers.
- Coordinating inventory counts.

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**TRAINING AND EXPERIENCE**

<table>
<thead>
<tr>
<th>Incumbents in this class typically require an equivalent combination of education and experience sufficient to successfully perform the responsibilities of the job, such as those listed below.</th>
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<tbody>
<tr>
<td><strong>Career Level 1</strong>: High school diploma or equivalent (G.E.D.) AND one year warehouse or inventory control experience</td>
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<tr>
<td><strong>Career Level 2</strong>: High school diploma or equivalent (G.E.D.) AND two years warehouse or inventory control experience.</td>
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The Education, Training, and Work Experience listed above are intended to serve as a general guideline for recruiting purposes. **Additional qualifying experience may substitute for the education required of the assigned position.**

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**LICENSING REQUIREMENTS**
Incumbents in this class may require appropriate licensure in the areas below if the incumbent performs duties requiring such licensure:
- Valid Maine driver’s license

### Knowledge Requirements

Classification knowledge requirements:
- Customer service principles;
- Inventory principles and practices;
- Applicable inventory standards and regulations;
- Purchasing principles and practices;
- Report preparation techniques;
- Basic mathematical concepts;
- Recordkeeping principles;
- Computers and related software applications;
- Supervisory principles.

### Skill Requirements

Classification skill requirements:
- Providing exemplary customer service;
- Monitoring inventory;
- Purchasing inventory;
- Recording purchases;
- Maintaining inventory records;
- Preparing reports;
- Using computers and related software applications;
- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Performing basic mathematical calculations;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Physical Requirements

Positions in this class typically require: reaching, lifting, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to dusts, poor ventilation, inadequate lighting, work space restrictions, and intense noises.

### Classification History

<table>
<thead>
<tr>
<th>DATE</th>
<th>COMMENT</th>
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<tbody>
<tr>
<td>5/2/12</td>
<td>Final</td>
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*The above classification specifications are intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department as determined by the University*