

RACINE/KENOSHA COMMUNITY ACTION AGENCY
Job Description

Job Title: Weatherization Inventory Control Specialist
Responsible To: Weatherization Program Director
Salary Range: \$17.08/hr.-\$25.62/hr

This is a nonexempt 40 hr/wk, 52 wk/yr position unless programmatic needs dictate or require otherwise.

EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:

1. High School graduate with a minimum of four year's office experience. Post-secondary courses in areas of Accounting, Finance and/or bookkeeping.
2. Two (2) years experience with data entry, preferably with Windows, Word for Windows, Access, Excel.
3. Good working knowledge of all office procedures, including developing accurate and usable files.
4. Ability to type narrative and statistical materials with speed and accuracy.
5. Ability to organize and carry out tasks with minimum supervision and maintain a coordinated workflow.
6. Ability to maintain all necessary reporting and communications procedures.
7. Minimum of 2 years inventory experience and the ability to relate effectively to a variety of people and maintain confidentiality.
8. Good oral and written communication skills.
9. Able to operate all standard office equipment included, but not limited to, (copiers, fax, adding machine, and computers).
10. Must have valid driver's license, driving record acceptable to the agency's insurance carrier, access to a motor vehicle during work hours and appropriate insurance.

DUTIES AND RESPONSIBILITIES:

1. Manage and organize all areas of weatherization inventory, including inventory reporting
2. Prepare and proof all documentation for consistency before submittal.
3. Operate computer related equipment including loading cd software, data entry, form design saving files, etc. The in-place program includes current, obsolete, damaged and work in-progress, responsible crews, description of work to be done, materials needed to complete work and other relevant information deemed as necessary by agency management and/or funding source.
4. Maintain program master files on past and current records. Update files as necessary and maintain confidentiality.
5. Responsible for compliance of MSDS/SDS according to OSHA guidelines
6. Ensure jobs are closed weekly, and that closed jobs are entered into reporting software and reports are provided to the Finance Department.
7. Prepare Purchase Orders as needed and ensure that pricing from vendors is lowest available.
8. Maintain Purchase Order log, inventory and supporting documents.
9. Issue and return materials to weatherization crew and coordinate efforts to maintain an accurate record of both in applicable inventory system
10. Ensure all program vehicles, tools and equipment are properly maintained and that accurate service records are kept to track when the maintenance took place, according to program guidelines.
11. Provide comprehensive clerical services to the Weatherization Program Director
12. Attend training, workshops, meetings and other activities that will enhance program operations and/or project a positive image for the program and agency within the community.
13. Assist Program Director in preparation of reports for funding source, agency or other organizations, Including budget, and closeout reports.
14. Perform other duties as assigned by your Supervisor or designee.

If requested, reasonable accommodations will be made for persons with disabilities for any part of the Employment process in accordance with the Disabilities Act of 1990

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYEE