

INVENTORY CONTROL SPECIALIST

CODES/PAY RANGE

Class Code: 1411

EEO Code: F

Pay Range: 114

MAJOR FUNCTION

Responsible advanced clerical work in managing the receiving, storing, and issuing supplies, materials, and equipment.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Manages the storeroom operations. Orders, receives, unpacks, and stores goods and supplies. May initiate field purchase orders and requisitions. May coordinate activities with Purchasing activity group.

Checks incoming materials against invoices or purchase orders and files requisitions. Inspects goods received for conformance to quantity and quality specifications.

Maintains inventory and stock records and controls. Estimates stock needs and inventory levels. Devises and maintains safeguards against loss, deterioration, and damage to goods. Reports any loss or misuse of materials and supplies to supervisor.

Coordinates machine repair calls.

Uses CRT to record inventory transactions to various accounting modules. Establishes reorder points for inventory based on usage.

Prepares periodic and special reports.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of a wide variety of supplies, materials, and equipment. Knowledge of storeroom methods and procedures, including inventory record keeping and requisition and purchase procedures. Knowledge of EDP concepts.

(Inventory Control Specialist continued)

Ability to operate mechanical equipment as required. Ability to determine conformance of goods to prescribed specifications. Ability to develop and maintain effective working relationships with co-workers and with the public.

Physically able to perform a certain amount of lifting and related physical exertion in moving stock items. Ability to operate material handling equipment such as dolly, hand truck, etc.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of a GED and two (2) years of experience in the management of receiving, storing, and issuing supplies, maintaining inventory, and stock control records.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Medium to heavy work. Ability to see, lift (50 lbs), carry, push, pull, handle, climb, crouch/kneel, reach; finger dexterity.

Environmental Demands: Inside work. Ability to tolerate confined areas, dust. May require exposure to chemicals.

Mental Demands: Ability to read and comprehend work orders, instructions, safety procedures, invoices, memos, financial spreadsheet. Ability to perform general mathematical functions. Ability to speak clearly and concisely relaying information, details and data. Ability to write compound paragraphs relaying information and details.