

Title: Inventory Control Specialist
PG: 42
Status: Civil Service
Position Reports to: Purchasing Manager
Department: Risk Management

Class Code: 6356
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

To prepare and maintain inventory records of stores items and tools. To ensure that all inventory items are properly identified and readily accessible.

ESSENTIAL FUNCTIONS:

1. Maintains inventory records of all stores items. Maintains daily, weekly, and monthly inventory transaction reports.
2. Takes cycle inventories as determined by company policy, to verify inventory records and corrects discrepancies. Takes spot inventories as required.
3. Assists in taking year end inventory.
4. Uses computer to input and obtain information relating to inventory transactions.
5. Make computer adjustments as required. Adjusts inventory to physical count. Maintains location changes in stock item master. Maintains stock item master for accuracy in stock number, description, and manufacturer identification.
6. Provides training, support, direction, and guidance to other departments on computer requisition of inventory and assist other departments to resolve transactional problems.
7. Assists in the design and improvement of inventory control and other systems related to the tracking of materials and accounting for same.
8. May assist Internal Auditor as required in performing tests, counts and other activities related to the monitoring of inventory levels and values.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Ability to follow written and verbal instructions.
2. Ability to operate a forklift.
3. Ability to maintain inventory records.
4. Ability to identify stock items.
5. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.
6. Skill in the use of computers for accurate data input and reconciliation of records.
7. Skill in recording information accurately.
8. Skill in communicating in verbal and written form.

WORKING ENVIRONMENT/CONFITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to some environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. High school diploma or equivalent.
2. Three (3) to five (5) years experience in general warehousing.

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SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.