

INVENTORY CONTROL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the coordination and supervision of a large, centralized perpetual inventory control unit including preparing invoices to re-order stock items, receiving and inspecting shipments, distributing equipment and supplies, supervising the activities of a mail unit, and dealing with vendors and Buyers representing the County. Inventory control is maintained with both a manual and automated record system. Supervision is exercised over a small number of subordinates involved with inventory control and stock items. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the appropriate processing of purchase requisitions, purchase orders, receiving reports and divisional requests for supplies of items maintained in a large inventory system;

Supervises the unloading of supplies and equipment delivered on a receiving dock;

Supervises and assists in the inspection of all goods to ensure that specifications are met and that purchase orders have been filled appropriately;

Notifies vendors of discrepancies and variations discovered in orders;

Supervises and participates in packing and shipping goods to be returned when necessary;

Supervises the activities of a mail unit including mail/package deliveries;

Supervises and participates in the packing and shipping of goods when necessary;

Follows up on back orders to expedite delivery;

Routes the receiving copy of purchase orders and invoices to the Finance Department for payment to vendor;

Maintains records and files, showing goods received and shipped;

Contacts equipment repair vendors and arranges for servicing and repair;

Maintains records and inventory of department furniture and equipment;

Maintains an accurate, current inventory to monitor utilization, shelf life, and available supply of equipment and items in stock, using both a manual and automated record system;

Maintains inventories at optimum levels in compliance with departmental needs and within budgetary constraints;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Secures inventories against loss, theft, errors, damage and obsolescence caused by shelf-life expirations;

Maintains the storeroom and warehouse area in a clean, safe and efficient manner;

Provides management and division heads with accurate usage figures of supplies by each cost center;

Oversees periodic physical inventories of stock items and prepares required reports needed by departmental managers.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Accesses protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed. .

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods and procedures used in store-keeping and inventory control; good knowledge of the procedures used in maintaining detailed inventory records; good knowledge of business arithmetic; ability to plan, layout, and supervise the work of others; ability to lift and carry without assistance loads up to 60 lbs. for short distances; ability to move heavier loads using manual and power equipment; ability to operate automated equipment and calculators; ability to understand and carry out oral and written instructions; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; integrity; accuracy; dependability; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma or trade school course and five years of experience maintaining an inventory of supplies and equipment on a large scale, two years of which included responsibility for the purchasing, ordering, receiving, storing and/or issuing of equipment, materials, and supplies as a primary function of the position.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the above stated experience.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Group: VIII