

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 the preparation of invoices to re-order stock items, receiving and inspecting shipments, distribution of equipment and supplies, supervising the activities of a mail unit, and dealing with vendors and County Buyers. Inventory control is maintained with both a manual and automated record system. Supervision is exercised over a small number of inventory control clerks and stock clerks. 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 insure 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 the packing and shipping of 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 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 accurate, current inventory data 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.

REQUIRED 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; integrity; accuracy; dependability; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A high school diploma or equivalency and five years experience maintaining an inventory of supplies and equipment on a large scale, two years of which involved responsibility for the record keeping, receiving, and distribution of stock items.