

INVENTORY CONTROL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, this position is responsible for the coordination and supervision of an inventory control unit in a school district involving procedures related to purchasing, receiving and maintaining records of equipment, materials and/or supplies. An incumbent maintains an adequate inventory and follows up with vendors to address delivery and quality issues after review of shipment contents. Supervision is exercised over support personnel such as Inventory Control Clerks, Stores Clerks and Science Kit Assemblers. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and coordinates the appropriate submission and processing of purchase requisitions and purchase orders applicable to inventory maintained;

Generates orders for equipment, materials and/or supplies and maintains records and files of same;

Provides accurate, current inventory data for purchasing decisions;

Posts inventory received dates in an automated system;

Maintains inventories at optimum levels to prevent under-or-over investment in inventory;

Supervises and coordinates the taking of periodic physical inventories;

Verifies clerical computations against physical count of stock and adjusts errors in computation;

Prepares reports of inventory balance, shortages, as required;

Receives inventory shipments and inspects for quantity and quality;

Corresponds with staff and vendors concerning inquiries about merchandise ordered;

Supervises and coordinates disbursement and delivery of supplies and equipment;

Oversees work performed by support personnel;

May participate in and exercise supervision over the assembly of materials and the schedule/process by which they are assembled;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performance of assigned duties.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods used in requisitioning, ordering, and maintaining general supplies; good knowledge of the methods used in keeping records of purchases, receipts and payments; good knowledge of the fundamentals of inventory controls; good knowledge of methods and practices used in the receipt, storage, shipping and distribution of commodities; good knowledge of office procedures and terminology; numerical ability to perform rapid and accurate arithmetic computations using a calculator; ability to maintain systematic stock records and inventories; ability to lift and carry heavy shipping boxes; ability to effectively use computer applications such as spreadsheet, word processing, calendar, e-mail and database software; ability to use a computerized inventory control system; ability to plan and supervise the work of others; ability to get along well with others; ability to deal tactfully with vendors, school district officials and staff; ability to understand and carry out oral and written instructions; ability to communicate effectively both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; organizational skills; accuracy; attention to detail; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of general clerical experience, two (2) years of which must have involved procedures related to the purchasing of, receiving of, or payment for equipment, materials and/or supplies, including or supplemented by one (1) year of supervisory experience.

SUBSTITUTION: An Associate's Degree* may be substituted for two (2) years of the general clerical work experience described above. There is no substitution for the two (2) years of specialized experience or the one (1) year of supervisory 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.