

## **CLASS TITLE: INVENTORY CONTROL SUPERVISOR I**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision is responsible for supervisory and technical duties in relation to the inventory control activities of a small to medium size department, including ordering, stocking, storage and issuance of a diversified group of materials, processing all requisitions, purchase orders, receipts for materials, services and supplies and the ordering, receipt and distribution of office supplies; and performs other related assigned duties.

### **ESSENTIAL TASKS:**

- Supervises subordinates engaged in the ordering, delivery, stocking, storage and issuance of the departmental inventory control system
- Analyzes, designs, implements and reviews inventory control programs
- Supervises the maintenance of a perpetual inventory system through the use of a computerized inventory control system
- Supervises the centralized processing of all requisitions, purchase orders, and receipts for materials, supplies and services for the department
- Analyzes, writes, and implements department policies and procedures regarding requisition, purchase order and receiving processes
- Creates and compiles computer reports regarding account details of committed, encumbered and paid requisitions and purchase orders for the department
- Provides assistance to department personnel with ordering or delivery problems
- Provides assistance to vendors with delivery and/or payment problems
- Prepares and maintains budgetary reports for the department, including expenditure analysis and projections
- Completes research related to the analysis of the inventory system and other related research as assigned
- Processes and monitors the movement of surplus through the system
- Develops equipment specifications
- Reviews the work of subordinates
- Participates in the interviewing and selection of personnel
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Graduation from an accredited college or university with an associate's degree in business administration, accounting or a closely related field and three (3) years of responsible inventory control experience, including familiarity with accounting, expenditures and budget control; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of inventory control principles, practices and techniques; good knowledge of budgetary control and analysis; good knowledge of the function and operation of a central warehouse; considerable knowledge of purchasing policies and procedures; and good knowledge of budget implementation and tracking on a departmental basis. Ability to plan, assign and review the work of subordinates engaged in inventory control work and material, supply and service procurement work; ability to design and implement effective inventory control programs; ability to perform complex budgetary analysis and projection; ability to coordinate the functions of several operational districts to establish and maintain an effective inventory control program; ability to write comprehensive technical reports; ability to utilize terminal and personal computers to facilitate inventory control, material and service procurement and budget maintenance, tracking, reporting and control; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting, carrying, and pulling up to 50 pounds; may be subject to walking,

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standing, sitting, reaching, bending, kneeling, handling, feeling, climbing, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting and requires traveling regularly to monitor operations of various stock facilities.

**Class Code: 3563**

**EEO Code: E-03**

**Pay Code: EX-28**

**Group: Fiscal**

**Series: Purchasing and Stores**

**Effective Date: December 11, 2003**