



CLASS TITLE | INVENTORY CONTROL SUPERVISOR I

PAY GRADE: EX-28 | www.cityoftulsa.org/pay

Class Code: 3563

Effective Date: 5/1/2024

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:

- Responsible for direct supervision of 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 internal and external customers with order, 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
- Identifies, submits, tracks, negotiates, follows up, reports, and analyzes parts warranty claims and core charges
- Reconciles warranty receivables and obtains warranty payments from vendors
- Subject to after-hours call-out, and emergency operations support as needed
- Reports 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: Must meet the following criteria:

- a) Graduation from high school or possession of a General Education Development Certificate (GED);
and;
- b) Three (3) years of experience that prepares on to be able to perform the essential tasks of the position

Knowledge, Abilities and Skills:

Knowledge of:

- 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
- Good knowledge of budget implementation and tracking on a departmental basis



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Ability to:

- Plan, assign and review the work of subordinates engaged in inventory control work and material, supply and service procurement work
- Design and implement effective inventory control programs
- Perform complex budgetary analysis and projection
- Coordinate the functions of several operational districts to establish and maintain an effective inventory control program
- Write comprehensive technical reports
- Utilize terminal and personal computers to facilitate inventory control, material and service procurement and budget maintenance, tracking, reporting and control
- 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, standing, sitting, reaching, bending, kneeling, handling, feeling, climbing, and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid class "D" Oklahoma Driver license; **and**;
- b) Required certified Forklift Operator license within ninety (90) days of hire

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

EEO Code: E-03

Group: Fiscal

Series: Purchasing and Stores