

CLASS TITLE: INVENTORY CONTROL SUPERVISOR II

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

ESSENTIAL TASKS:

- Supervises subordinates engaged in the ordering, delivery, stocking, storage and issuance of a large departmental inventory control system comprised of several warehouses and stockrooms
- Analyzes, designs, implements and reviews inventory control programs, and writes policies and procedures for these
- Coordinates the inventory control function with the operating divisions within the department as well as other City staff departments
- 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 a large department
- Analyzes, writes, and implements department policies and procedures regarding requisition, purchase order, and receiving processes
- Creates and compiles computer reports regarding account detail of committed, encumbered, and paid requisitions and purchase orders for a large department
- Works with department personnel to ensure policies and procedures are followed in relation to purchases
- Provides assistance to department personnel with ordering or delivery problems
- Provides assistance to vendors with delivery and/or payment problems
- Supervises the management of ordering, receipt, and delivery of office supplies and forms for a large department
- Assists department personnel in the design and ordering of new forms
- Prepares annual budget for this unit
- Prepares and maintains budgetary reports for the department, including expenditure analysis and projection
- Processes & monitors the movement of surplus through the system
- Reviews the work of subordinates
- Develops equipment specifications
- Interviews and selects personnel
- Completes and processes various paperwork
- Records and maintains various records
- 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 four (4) years of responsible inventory control experience with accounting familiarity and experience with expenditures and budget control; or a bachelor's degree in business administration, accounting, or a closely related field and two (2) years of responsible inventory control experience with accounting familiarity and experience with 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, material, supply, and service procurement work and office supply and forms ordering and delivery 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 divisions and departments 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, 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: 3005

EEO Code: E-03

Pay Code: EX-32

Group: Fiscal

Series: Purchasing and Stores

Effective Date: July 1, 2000