

INVENTORY CONTROL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent's primary responsibility is establishing policies to maintain strict accounting and control over all incoming and outgoing department stock, such as tools, supplies, maintenance equipment, safety equipment (many in large quantities), etc. This position monitors the ordering of departmental supplies and equipment. The incumbent is responsible for maintaining an updated inventory of all departmental stock and will perform data entry on a computer-based system so that an instant status of the inventory can be determined for all supplies and equipment. Supervision is exercised over lower level inventory personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Responsible for overseeing all incoming deliveries and outgoing stock;
- Receives and responds to all correspondence, records and reports relating to departmental inventories, incoming deliveries and outgoing stock;
- Prepares various reports as required;
- Maintains clerical records and files regarding inventories;
- Monitors ordering of departmental supplies and equipment;
- Develops and maintains vendor relationships;
- Performs computer data entry functions as part of a computer-based inventory control system;
- Monitors maintenance contract costs and tracks maintenance on the various equipment within department buildings;
- Supervises inventory personnel;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of raw materials, inventory control, costs and other techniques;
- Good knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology;
- Working knowledge of personal computers, computer software and office equipment;
- Working knowledge of equipment, tools and supplies specific to the department;
- Ability to ascertain the inventory needs for specific repair jobs and to ensure that the necessary supplies and equipment are available;
- Ability to analyze and disseminate information;
- Ability to communicate effectively both orally and in writing;
- Ability to work well with others;
- Resourceful;
- Logical reasoning;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) in Business Administration or related field and one (1) year of fulltime paid experience in purchasing, inventory control, budgeting or related field; **OR**
- B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree in Business Administration or related field and three (3) years of fulltime paid experience in purchasing, inventory control, budgeting or related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid fulltime experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENT:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

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