



Title: Inventory Control Supervisor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

- Receives direction from the Materials Manager.
- Exercises direct supervision of the Storekeepers and Buyer I.

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree or equivalent.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid Class D drivers License and Forklift Certification.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience.

JOB SUMMARY

The purpose of this position is to supervise the daily operations of the inventory control division including the warehouse, fleet parts room, and distribution operations. Supervises the daily work of employees involved in the tracking and disposal of surplus property, metals recycling, stocking, receiving, distribution, and procurement of inventory and maintenance, repair and operations (MRO), goods and services, and tracks and reports on inventory levels along with developing and implementing policies and procedures.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff through planning, training, prioritizing and directing daily activities, ensures procedural and policy compliance, evaluates assigned services, monitors and coaches staff performance and professional development.
2	Develops, implements and evaluates policies and procedures by evaluating measures and industry standards, working with inventory staff, customers and vendors. Coordinates technology improvements and recommends enhancements.
3	Researches suppliers and vendors, identifies purchasing opportunities, secures price quotes, determines availability of goods, reviews and enters purchase order information. Develops bid specifications to ensure quality and adherence to customer needs and procurement rules.
4	Reviews and evaluates budget requests and assists in the preparation of divisional budgets.
5	Maintains daily, weekly and monthly reports and spreadsheets for the tracking and analyzing of inventory levels, dollars, turn around times to ensure operational compliance and efficiency.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse	X
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.	Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation	

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Forklift, pallet jack, banding machine, vehicle & golf cart, computer, printers, scanner, copy / fax machine, and related software.

PROTECTIVE EQUIPMENT REQUIRED:

Safety Footwear.