

INVENTORY CONTROL SUPERVISOR 1

KIND OF WORK

Supervision of staff and stock inventories and control of warehouse and stores facility for an agency or operating unit.

NATURE AND PURPOSE

An employee in this class is responsible for acquisition, stocking and issuance of all parts, supplies or materials necessary for the operation of an agency or an operating unit. Responsibilities may include inventory control of fixed assets, equipment units, office furniture, office supplies, buildings and shop equipment. Responsibilities may include supervision of stores clerks and clerical staff.

Incumbent is responsible for supervision of staff in the inventory control function. Work is reviewed through regular written reports and budget variance reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises and may perform duties required in the procurement, storage and issuance of parts and supplies.

Maintains records of stock on hand and recommends action on surplus or obsolete items.

Accepts or rejects incoming shipments to ensure satisfactory quality and conformance to standards.

Supervises stock clerks and general support staff in proper stockroom procedures.

Supervisory responsibilities include assigning and controlling flow of work, training employees, effectively recommending hiring and disciplinary action and conducting performance evaluations.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

*Considerable knowledge of parts, supplies and materials pertinent to the agency or operating unit.

Inventory Control Supervisor 1

Class Specification

Page 2

*Considerable knowledge of stockroom practices and procedures.

*Some knowledge of bookkeeping principals and procedures.

Ability to:

*Ability to anticipate needs and keep adequate quantities of specialized stock on hand.

*Ability to plan and direct the work of others.

Ability to supervise staff.

Est.: 07/02/69

Rev.: 06/78

02/82

T.C.: 10/08/74

Former Title(s):