

INVENTORY CONTROL SUPERVISOR 2

KIND OF WORK

Supervision of a large and complex stock system necessary to support construction and maintenance operations within an operating unit of the Minnesota Department of Transportation or a large agency with statewide impact.

NATURE AND PURPOSE

An employee in this class is responsible for directing the requisitioning, stocking and issuing of repair parts, supplies and accessories necessary to maintain a wide variety of heavy construction and maintenance equipment or supplies necessary for the statewide operation of a large agency. Responsibilities include conducting studies of the frequency requests for various commodities and regulating inventories accordingly. Inventory Control Supervisor 2 may assist in the development of specifications for stock to be ordered and participate in decisions on the advisability of repairing or replacing fixed assets. Employee is given considerable latitude in determining work methods and procedures. Responsibilities may include supervision of inventory control staff and control of complex inventory control systems. Work is reviewed in terms of results achieved through periodic supervisory conferences 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.)

Directs the procurement, storage and issuance of equipment and parts and supplies used in the large and diverse maintenance or construction facility or large statewide agency.

Directs periodic inventories of stock on hand.

Approves parts issuance and makes final determination whether to accept incoming shipments.

Recommends repair or replacement of an operative equipment and fixed assets and assists in developing stock specifications.

Trains other personnel and proper stockroom procedures.

Conducts studies involving frequency of request for certain items and adjust inventory levels accordingly.

Supervises assigned staff.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

*Thorough knowledge of stockroom practices and procedures.

*Thorough knowledge of a wide variety of parts, supplies and materials necessary for the operation of a large state agency or operating unit of the Minnesota Department of Transportation.

*Considerable knowledge of basic bookkeeping and inventory procedures.

Ability to:

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

*Ability to coordinate the activities and plan the work of others.

Est.: 07/02/69
Rev.: 06/78

T.C.: 10/07/74
Former Title(s):