

INVENTORY CONTROL SPECIALIST**NATURE OF WORK**

This is responsible work involving inventory usage analysis and forecasting, stock replenishment, inventory analysis and control for materials stocked in City warehouse or inventory.

Work involves material usage analysis including forecasting orders based on past and future material usage; classifying and categorizing inventory; controlling and maintaining order parameters; replenishing and rescheduling orders; monitors stocktaking and identifying obsolescence and disposing of surplus property. Work is performed under the general direction of a supervisor; however, considerable independent judgment is exercised in the planning and accomplishment of objectives. Employees in this position are expected to be able to perform any and all work tasks and comply with any work schedules or attendance or duty requirements which may be established by City rules or applicable union contracts. Work is reviewed through observation, conferences, analysis of prepared materials and evaluation of results achieved.

ILLUSTRATIVE EXAMPLES OF WORK

Maintains automated inventory records and monitors stock levels and reorders points to prevent stock-out.

Categorizes and classifies inventory into groups based on inventory value and usage.

Develops ordering parameters to include minimum/maximum quantities, lead time and reorder points.

Generates and reviews replenishment list; determines when and how much to order; monitors open orders, follow-up and expedite late or emergency orders when necessary.

Analyzes material usage, forecasts future needs and provides information necessary to establish long-term contracts.

Analyzes historical trends by department and commodity, reviews allocations, and projects future needs.

Combines requirement forecast with stock on-hand and generate purchasing plan.

Identifies and reduce obsolete stock; identify stock shrinkage/spoilage and pursue appropriate counter measures.

Regulates aisle/bin layouts for proper space utilization.

Maintains a cycle count schedule, prepares and issues count sheets and monitors stock taking.

Reconciles discrepancies between actual versus data records and documents corrective action.

May organize and monitor warranty parts for maximum asset recovery.

Assists in the organization and disposition of surplus property.

Performs related work as assigned.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of standard store keeping and inventory control methods, practices and procedures.

Knowledge of the principles, practices and operations of warehouse and parts stocking, receiving procedures and practices.

Ability to utilize computer software programs and spreadsheet applications to analyze and research stock items.

Ability to maintain, audit, analyze and reconcile a variety of reports.

Ability to establish and maintain effective working relationships with employees, vendors, customers, and the general public as necessitated by work.

Ability to communicate clearly and concisely, orally and in writing.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in business administration, accounting or related field with three years experience in relevant fulfillment operations, including automated inventory systems and cycle counting experience; or,

Graduation from an accredited two year college or university with major course work in business administration, accounting or a related field with five years experience in relevant fulfillment operations, including automated inventory systems and cycle counting experience.

Possession and maintenance of a valid Florida driver's license.

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City of St. Petersburg