



# **City of Phoenix**

## **INVENTORY CONTROL SPECIALIST**

**JOB CODE 01590**

Effective Date: Rev. 06/11

### **DISTINGUISHING FEATURES OF THE CLASS:**

The fundamental reason this classification exists is to coordinate, supervise, and assign work to clerical and field employees working with a large and complex computerized inventory system requiring the application of computerized inventory control and associated accounting processes. The Inventory Control Specialist is responsible for monitoring and maintaining physical inventory, and coordinating payment of invoices for parts, equipment repairs, and other expenditures. Supervision is exercised over Auto Parts Clerks, Equipment Operators, and administrative support staff. Inventory Control Specialists work under the general supervision of an Equipment Parts Supervisor.

### **ESSENTIAL FUNCTIONS:**

- Supervises, instructs, and trains clerical office and field employees in the use of a computerized inventory system;
- Assists supervisor in the management of multiple, multi-shift warehouse operations;
- Maintains records and develops reports for the reconciliation of supplies inventories;
- Writes functional specifications for specialty items to be purchased through the City's purchasing procedures;
- Coordinates payment of invoices for parts, equipment repairs, and other expenditures;
- Ensures inventory system file security through limited access to main programs;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

### **Required Knowledge, Skills and Abilities:**

Knowledge of:

- Accounting and record keeping requirements of inventory control and warehousing operations.
- Inventory control principles and practices.
- Computerized inventory control system operations.
- Supervisory principles and practices.



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- Purchasing practices and procedures.
- Warehousing and materials storage safety practices, procedures, and equipment.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Instruct and train employees in an on-the-job training setting.
- Enter data or information into a computer system using a keyboard device.
- Communicate orally with customers, co-workers, vendors and the public in face-to-face one-on-one settings or using a telephone.
- Work cooperatively with other City employees and the public.
- Review or check the work products of others for conformance to standards.
- Comprehend and make inferences from written material in the English language.
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- Work safely without presenting a direct threat to self or others.

### **Additional Requirements:**

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment or shift.
- Positions in this classification require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage.

### **ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of responsible work in an automotive parts warehouse or building supplies warehouse, including management of a computerized inventory and accounting system. Other combinations of experience and education that meet the minimum requirements may be substituted.