



City of Phoenix

INVENTORY MANAGEMENT COORDINATOR

JOB CODE 01680

Effective Date: Rev. 08/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to design, develop, and implement the City's Automated Inventory Management System. The incumbent serves as the focal point in the Materials Management Division of the Finance Department for all internal and external activities related to the AIMS system. Direct supervision is exercised over the classifications of Petroleum Supplies Supervisor, AIMS Specialist, Supplies Supervisor, and Administrative Aide. The Inventory Management Coordinator works under the general supervision of a Deputy Finance Director.

ESSENTIAL FUNCTIONS:

- Supervises employees involved in the operation and control of the Automated Inventory Management System (AIMS);
- Assists in the development, maintenance, and modification of a complex computerized inventory management system;
- Plans, organizes and executes an inventory system training program;
- Establishes section policies and appropriate monitoring programs;
- Researches and resolves inventory and/or system problems;
- Reviews performance of each inventory and identifies inventory and/or system problems;
- Develops control mechanisms to ensure the functional integrity of AIMS and controls inventory file security;
- Serves as the departmental liaison on the Automated Inventory Management System (AIMS);
- Writes work progress reports;
- Reviews ongoing operations of the system to facilitate recommendations for changes to improve procedures;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:



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Knowledge of:

- Inventory management and control disciplines.
- Storekeeping methods and practices.
- Computerized inventory record keeping systems.
- Supervisory principles and practices.
- Computer logic and material support programs.
- Common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Communicate orally in the English language with other City employees and the public in face-to-face one-to-one settings and using a telephone.
- Make arithmetical computations (multiplication, division, percentage calculations, addition and subtraction).
- Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.
- Express ideas clearly while making oral presentations.
- Work safely without presenting a direct threat to self or others.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of experience in warehousing and stores activities, two years of which include the development, implementation, and operation of an automated inventory control system, and two years of supervisory experience. Other combinations of experience and education that meet the minimum requirements may be substituted.