



MANAGER OF INVENTORY MANAGEMENT

FC: UC125
PB G
FLSA: Exempt

PC: 890
BU: 31 (AFSCME)
Revised: June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Directs, manages, supervises and coordinates the activities and operations of the Inventory Management Division within the Procurement and Materials Management Department including the maintenance of a computerized inventory control system; manages inventory levels of consumable materials and supplies based on inventory budget constraints; identifies and requisitions consumable material in support of rail operations; coordinates assigned activities with other divisions, departments and outside agencies; and provides highly responsible and complex administrative support to the Department Manager, Procurement; and performs related duties as assigned.

CLASS CHARACTERISTICS

This single position class administers, through subordinate staff, the activities and operations of the Inventory Management Division which includes maintenance of the computerized inventory control system, management of inventory levels for materials and supplies for the District. The incumbent is also accountable for developing long-term inventory plans, providing support to information systems staff in systems development and modifications, and monitoring legislation related to assigned area. This class is distinguished from the Department Manager, Procurement in that the latter has overall management responsibility for the District's procurement and material management.

REPORTS TO:

This position reports to the Department Manager, Procurement and Materials Management.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Inventory Management Division including inventory maintenance, and administration of the inventory control reporting system.

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2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Develops long-term inventory plans; forecasts needs for consumable items, materials and equipment; directly responsible for planning, budgeting, and requisitioning the consumable material required to support District recurring and non-recurring maintenance activities.
6. Oversees development of short-term inventory plans; coordinates overall inventory levels; approves and posts inventory purchase requisitions.
7. Manages the computerized inventory system; develops standards for database accuracy; assists with modifications and improvements.
8. Provides support to information systems staff in new inventory control system implementation and current system modifications; maintains working knowledge of system interfaces and operating parameters; designs models and justifies system recommendations.
9. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
10. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
11. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
12. Serves as the liaison for the Inventory Management Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues; provides required support for intra and inter departmental efforts.

13. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
14. Provides responsible staff assistance to the Department Manager, Procurement.
15. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to inventory control programs, policies, and procedures as appropriate.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of inventory control and management.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of an inventory control program.
- Principles and practices of inventory control.
- Principles and practices of program development and administration.
- Methods and techniques of statistical, qualitative and quantitative analysis.
- Business computer applications related to inventory control.
- Methods and procedures of manual and computerized inventory record-keeping.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Principles and practices of accounting.
- Related Federal, State and local laws, codes and regulations.

Skill in:

- Overseeing and participating in the management of a comprehensive inventory control program.
- Overseeing, directing and coordinating the work of lower level staff.
- Selecting, supervising, training and evaluating staff.
- Developing, organizing, and maintaining long-term inventory plans and accurate records.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Implementing and maintaining a computerized inventory control system.
- Participating in the development and administration of division goals, objectives and procedures.
- Preparing and administering large program budgets.

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- Preparing clear and concise administrative and financial reports.
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
Establishing and maintaining effective working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Education:

A Bachelor's degree in business administration, accounting, logistics or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) verifiable professional inventory control experience including two (2) years of administrative and/or supervisory responsibility.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS:

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

May require maintaining physical condition necessary for sitting for prolonged periods of time.

EEOC Code: 02