

INVENTORY MANAGEMENT OFFICER

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of an Inventory Management Branch.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises programs and activities of the Inventory Control Warehouse, and Annex Section.

Reviews, develops, and implements policies and procedures for the safe, efficient and effective operation of the Inventory Management Branch.

Plans, develops and implements property disposal operations.

Coordinates the receiving, issuing, inventory and storage of supplies, materials and equipment; supervises the reconciliation and balancing of physical inventory accounts.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of inventory and warehousing methods and practices.

Knowledge of office practices and procedures as applied to supply inventory activities.

Ability to administer the program and activities of Inventory Management Branch.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in operation, policies and procedures to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare comprehensive reports.

MINIMUM EXPERIENCE AND TRAINING:

- A) Four years of experience in purchasing, storekeeping, inventory warehousing work, two years of supervisory experience and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Established: July 1980



DAVID R. FLORES
Executive Director,
Civil Service Commission