

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Inventory Control Specialist

Department: Police
Pay Grade: 505
FLSA Status: Non-Exempt
Job Code: P625

JOB SUMMARY

The purpose of this classification is to maintain inventory control of assets, equipment, tools, and supplies for an assigned department, to include maintaining current inventory records, processing purchase requisitions, compiling inventory data, entering data into computer, and producing reports.

ESSENTIAL JOB FUNCTIONS

- Maintains an inventory control system to maintain current status of departmental assets, equipment, tools, supplies, and other materials; assists with development of policies and procedures for distribution/use of vehicles, equipment, tools, and other materials
- Maintains departmental computerized inventory records; receives information from field personnel or other sources regarding inventory activities; enters items ordered, items received, items issued, items transferred, and other inventory activities into computer system; researches inventory records in computer system as needed.
- Maintains organization of shop, supply room, or other areas; organizes storage areas and assigns numbers/labels to stock items to facilitate identification and location of items.
- Prepares requisitions for purchase orders; obtains competitive price quotes; obtains certificates of insurance for contracted services and verifies compliance with liability coverage requirements; researches parts information, orders parts, and issues parts as needed.
- Receives incoming orders, packages, or deliveries; inspects deliveries to verify receipt of correct materials and of entire order; verifies accuracy of packing slips and receiving documents; places/stores incoming materials into proper location; loads/unloads materials; processes transfer of inventory items to various locations.

- Receives invoices and matches with work orders; posts charges from invoices to appropriate work orders.
- Processes shipments of return orders, damaged parts, and warranty parts; obtains return authorizations when needed; packages items for shipment; tracks status of returned items and warranty items to ensure proper credit.
- Provides customer service; responds to routine questions, complaints, or requests for service; provides information and initiates problem resolution.
- Communicates with vendors regarding product availability, bids/price quotes, status of orders, problems, discrepancies, or other issues; maintains current vendor names, telephone numbers, and pertinent information.
- Conducts research of department files, inventory records, electronic data sources, Internet sites, hardcopy materials, or other sources as needed.
- Coordinates purchase/acquisition of routine or emergency equipment, tools, supplies, materials, and services; reviews incoming requests for materials; issues standard stock/supply items from inventory; prepares purchase requisitions and purchase orders; applies expenditures to appropriate departmental budgetary accounts and ensures availability of funds; obtains proper signatures.
- Answers telephone calls and greets visitors; ascertains nature of business, directs callers/visitors to appropriate personnel, and records/relays messages; responds to requests for service/assistance; retrieves messages from voice mail or answering machine; initiates and returns calls as necessary.
- Performs administrative or manual tasks associated with work activities; develops forms for use in purchasing/inventory activities.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Manages any maintenance and/or clean up needed for the warehouse.
- Prepares or completes various forms, reports, correspondence, work orders, work requests, purchase requisitions, purchase orders, inventory records, inventory reports, or other documents.
- Receives various forms, reports, correspondence, work orders, invoices, receipts, packing slips, price quotes, certificates of insurance, inventory records/reports, vehicle maintenance reports, equipment test reports, fuel level readings, contracts, catalogs, technical data, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, sign machine, key machine, copier, fax machine, calculator, telephone, two-way radio, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, inventory control, database, e mail, Internet, or other computer programs.
- May prepare general maintenance on tools.
- Communicates with supervisor, employees, other departments, customers, vendors/suppliers, contractors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods,

equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

- Attends meetings, serves on committees, and makes presentations as needed; participates on review committees, policy committees, safety committees, or other committees.
- Performs general/clerical tasks, which may include issuing tools/materials, making copies, distributing documentation, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a High school diploma or GED; two (2) years of experience in purchasing or inventory control; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to determine, calculate, tabulate, or summarize data/information. Includes performing subsequent actions in relation to these computational operations.
- Ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

PHYSICAL DEMANDS

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.