



**Code: 1854**  
Family: Facilities  
Service: Administrative  
Group: Statistical, Technical, and Mercantile  
Series: Storekeeping

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## **CLASS TITLE:**

# **COORDINATOR – INVENTORY MANAGEMENT AND PROPERTY CONTROL**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, coordinates and administers a city department's inventory management and property control functions and the maintenance of computerized inventory control records, and performs related duties as required

### **ESSENTIAL DUTIES**

- Administers a department's automated inventory management system, monitoring the system's performance for optimal efficiency and ensuring appropriate data is maintained for the effective accounting, reporting and control of inventory, assets and physical property
- Coordinates the training of departmental staff on the use of automated inventory management systems including the proper maintenance and updating of inventory control records
- Works with management staff to implement new or revised operating procedures to improve the department's inventory management and property control processes and to minimize losses
- Monitors and oversees inventory management processes for the effective identification and tracking of non-expendable equipment, assets and other physical property
- Monitors the work of staff responsible for receiving and inventory tagging new equipment and assets, and ensuring inventory records are created to identify and track physical property
- Ensures proper reporting systems are in place to communicate the receipt of goods, equipment and assets to appropriate finance and accounting staff
- Reviews inventory management system's records to ensure appropriate data is maintained on the life cycle, identification, distribution and location of equipment and other property assets
- Prepares comprehensive management reports accounting for department's inventory of expendable items and non-expendable assets including equipment
- Analyzes inventory data including description and type of property, funding source, acquisition date and cost, location of equipment and assets, and planned disposition at end of life cycle in response to management requests for information
- Coordinates and monitors the conduct of quarterly and annual inventory audits of physical property and prepares reports of missing assets and reduction in department's inventory
- Plans and coordinates the transition of manual inventory records to computerized records and the consolidation of computerized records into centralized inventory management systems

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree, plus two years of work experience in inventory control, inventory management, fixed asset management or supply-chain management, or an equivalent combination of education, training, and experience

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**Licensure, Certification, or Other Qualifications**

- A valid State of Illinois Driver's License is required

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)

**PHYSICAL REQUIREMENTS****KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Considerable knowledge of:

- \* use of automated inventory control systems
- \* applicable hardware and software tools used in inventory control systems including bar code technology
- \*inventory and control practices and procedures used for the tracking and reporting of expendable items and non-expendable equipment and other physical property
- \*inventory record keeping methods practices procedures
- \*Microsoft Excel software
- procurement methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Head Storekeeper class

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand

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- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

**Other Work Requirements**

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Head Storekeeper class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
June, 2011