

Code: 1850
Administrative Service
Statistical, Technical and Analytical Group
Storekeeping Series

CLASS TITLE: **Supervisor of Inventory Control I**

CHARACTERISTICS OF THE CLASS: Under general supervision, the class performs and supervises a small staff performing inventory control and store keeping duties at a warehouse or storage location; and performs related duties as required.

ESSENTIAL DUTIES: Oversees work operations relating to the receipt, storage and disbursement of materials, supplies, parts and equipment; prepares requisitions and orders goods, supplies and equipment to maintain adequate inventory levels; works with staff in the inspection of received items against receiving reports and invoices to ensure accuracy of deliveries; contacts vendors regarding late or incomplete deliveries and resolves problems relating to damaged equipment; monitors staff engaged in the disbursement of expendable stock items to ensure established store keeping procedures are followed; implements inventory procedures to effectively control and minimize the loss of non-expendable physical property; maintains inventory control records for a department's property including furniture, computers and equipment; ensures permanent inventory tags and labels are affixed to physical property; conducts and oversees staff conducting physical inventories of stock items and property and reconciles with actual inventory records; tracks the location, working condition and operating status of equipment; reviews reports of lost or missing physical property and prepares appropriate paperwork to document reduction in department's inventory; makes work assignments and evaluates staff performance; trains subordinate personnel in inventory control and store keeping procedures; accesses computerized inventory records and prepares reports on inventory levels and costs.

RELATED DUTIES: Monitors usage rate of supplies to identify opportunities to increase efficiencies and control expenditures; responds to inquiries from vendors regarding deliveries and payment; recommends the salvage or disposal of obsolete equipment and materials.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible inventory control and storekeeping experience, or an equivalent combination of training and experience. A valid State of Illinois driver's license is required.

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CLASS TITLE: **Supervisor of Inventory Control I (Cont'd)**

Knowledge, Abilities and Skill. Good knowledge of inventory control practices and procedures. Good knowledge store keeping methods. Knowledge of various office operations, supplies, equipment and parts.

Ability to supervise the work of subordinate personnel. Ability to implement storekeeping and inventory control procedures. Ability to maintain records and prepare inventory control reports. Ability to work with vendors.

Skill in the application of storeroom and inventory control techniques. Some supervisory skills. Good oral and written communication skills.

Physical Requirements. Ability to lift and carry up to 35 pounds on a frequent basis. Ability to operate a forklift and hand truck on a frequent basis.

Working Conditions. Exposure to some fumes, dust and noise in a storage area is unavoidable. Exposure to some hot and cold temperatures in a storage area is unavoidable.

Equipment. Forklifts, manual and electric lifts and jacks, dollies and flat trucks. Standard office equipment including personal computers.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

April 2003
City of Chicago
Department of Personnel