



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Inventory Administrator
DEPARTMENT: Administrative Services
REPORTS TO: Purchasing Manager

LAST UPDATED: 03/20/2013
JOB CLASS:
FLSA DESIGNATION: Non-Exempt

Summary: Under general direction of the Purchasing Manager, the Inventory Administrator is responsible for maintaining a high level of inventory integrity within the City of Frisco. In addition to monitoring inventory levels, this position will serve to maximize space utilization and inventory movement. The Inventory Administrator will assist in identifying, developing and maintaining a computerized inventory system for the City of Frisco.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Research and Analyze City needs for inventory control and identify best practices for inventory control systems.
- Perform reviews of inventory control systems to help identify best fit for the City of Frisco.
- Creates and maintains high level inventory control system for the City of Frisco to include warehouse/storage control and a computerized inventory control system.
- Maintains computerized inventory system to track procurement, warehousing/storage, distribution and frequency of use of items.
- Conducts periodic visual inventory audits of warehouse items to reconcile actual stock with the numbers in the software program. Accurately maintains inventory records, stock levels, and places timely re-orders of stocked items.
- Monitors inventory levels to: reduce City supply costs, utilize maximum space, forecast inventory and procurement needs, and ensure proper inventory levels throughout the City departments.
- Prepares and maintains organized stock area.
- Performs standard shipping/receiving functions; verifies items upon delivery; ensures shipping manifest balances with invoices.
- Performs equipment and supply stocking in City storage facilities to ensure proper handling.
- Assists Purchasing Manager with coordination of bid specification accuracy and obtaining bids/quotes for City staff, as necessary.
- Assists Purchasing manager with planning/scheduling group purchases of like items to ensure lowest or discounted pricing.
- Researches inventory discrepancies and makes necessary corrections.
- Ensures the proper allocation of supplies throughout various City departments.
- Communicates with vendors to locate materials, supplies, parts, tools and equipment.
- Maintains accurate records and prepares written reports and correspondence.
- Performs inventory control responsibilities such as cycle counts, inventory accuracy, inventory control and related improvements.
- Consults and communicates with vendors to locate materials, supplies, parts, tools, and/or equipment needed. Obtains quotes for stock and special order items; researches availability, quality, service delivery dates, and prices of equipment and supplies.
- Arranges necessary adjustments with suppliers regarding replacements, incomplete orders, damaged supplies, or other issues.

Other Important Duties:

- Creates and implements reports, correspondence, and projects when required.
- May travel off site to attend raining.
- Regular and consistent attendance for the assigned work hours is essential.

- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of proper inventory and warehousing standards, policies, and procedures.
- Knowledge of local, state, and federal guidelines, regulations for procurement of supplies and materials in municipal government.
- Knowledge of City policies and procedures.
- Knowledge of computers and related equipment, hardware and software for area of assignment.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Ability to gather and analyze data and draw conclusions and present data and other information in a clear and logical manner.
- Ability to handle all tasks with minimal supervision and direction.
- Ability to develop and maintain positive and effective working relationships with vendors, managers, employees and other agencies.
- Ability to resolve problems quickly and effectively.
- Skill in resolving customer complaints and concerns.
- Skill in effectively reviewing work and providing technical assistance to assigned staff.
- Must possess strong written and oral communication skills.

Education, Training, Experience, Certificates, and/or Licenses:

- Bachelors degree in Materials Management or related field plus four (4) years progressively responsible experience in warehousing/inventory functions to include receipt and storage activities and computerized inventory control, or equivalent combination of education and experience.
- Must pass pre-employment drug screen, criminal background, physical agility and MVR check.
- APICS Certified in Production and Inventory Management (CPIM) preferred.
- Must possess valid State of Texas class C driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a variety of settings such as, but not limited to the storage/warehouse facilities, parts rooms, office and surrounding environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions, potentially hazardous substances, dust, fumes and high noise levels.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, heavy equipment, power and hand tools, and department vehicles.

Approved By:

Signed by Daniel Ford, Purchasing Manager

Daniel Ford, Purchasing Manager

3/29/2013

Date



Lauren Safranek, Director of Human Resources

Date