



Inventory Control Clerk

Class Code	FLSA Status	EEO Category	Rep'd Status	Salary Grade	Effective Date	Resolution	Pages
560	Non-exempt	6 – Administrative Support	ATU	7-Purchasing/Materials	Rev 5-13-03	Est 1981	1 of 1

DEFINITION: Under general supervision, coordinates inventory control functions including counting, tracking, ordering, and disposing of vehicle parts, materials, and supplies; monitors the District's parts and materials needs, and recommends adjustments in inventory levels based on usage.

REPORTS TO: The Materials Superintendent, or designee.

DISTINGUISHING CHARACTERISTICS: This is the journey-level classification in the Inventory Control series. Incumbents are responsible for coordinating one or more aspects of the inventory control process, and may provide supervision and work assignments to Parts Clerks, Shipping and Receiving Clerks, and other subordinate staff in the Materials Department.

ESSENTIAL FUNCTIONS may include, but are not limited to, the following:

- Coordinates and prepares requisitions for vehicle parts, materials, and supplies; and consults with mechanics, vendors, suppliers, and Procurement personnel to determine availability, verify correct specifications, and ensure timely delivery.
- Conducts inventory control studies, and participates in annual and periodic cycle-counting of vehicle parts and materials using bar-code readers and other computerized equipment to verify count accuracy, and to establish and maintain optimal inventory levels.
- Researches, investigates, and resolves inventory control problems, including unlabeled and interchangeable parts, and recommends parts to be ordered.
- Reviews requisitions, and sets-up new inventory items.
- Investigates and resolves shipping and receiving errors from customers and vendors.
- Maintains computerized and paper records, and generates inventory reports with recommendations.
- Provides work direction and supervision to subordinate staff, and audits timekeeping and payroll related records compiled by subordinate clerical personnel.
- May conduct or supervise regularly scheduled or ad-hoc Materials department projects of limited scope, as assigned.
- Performs related duties, as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles and practices of inventory management and control; principles and practices of procurement; District purchasing policies and procedures; automotive and diesel vehicle parts; basic mathematics and statistics; principles and practices of supervision; modern office procedures and methods; current computer hardware for inventory management; and current applicable computer software for inventory control, spreadsheets, databases, and word processing.

Ability To: Identify and categorize automotive and/or diesel vehicle parts; research and interpret parts manuals, technical bulletins, and related documents; troubleshoot hard to find parts and materials and locate appropriate vendors and suppliers; organize, implement, and prioritize work activities with minimal supervision; examine parts and materials usage and prepare written reports and presentations; communicate effectively both orally and in writing; organize and manage multiple assignments simultaneously; understand and follow complex written and oral instructions; use a computerized inventory control, warehousing, and purchasing system; type accurately on a computer keyboard at the rate of 30 words per minute; learn and effectively use new computer hardware and software with minimal instruction or supervision; and establish and maintain effective working relationships with those contacted in the course of work.

Education/Training: Equivalent to the completion of the twelfth grade.

Experience: Two (2) years of responsible inventory control experience that included the use of computer-based inventory systems, and personal computer programs for spreadsheets, databases, and word processing.

License/Certification: Must possess and maintain a valid California Class C Driver's License and meet the District's driving standards.

Special Requirement: May be required to demonstrate proficiency with a currently used computer based inventory control software system.

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This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.

Revised
5-13-03

Approved by Rick Fernandez, General Manager

Date