

Hidalgo County Purchasing Department

Job Title: **Inventory Control Specialist** FLSA: Non-Exempt
Coordinator

Department: 160 Civil Service Statuses: Non-Exempt
Suggested Range: **\$38,220.00**

Summary Of Function:

Under the direction and supervision of the Hidalgo County Purchasing Agent, assists the Hidalgo County Fixed Asset Division Performs a variety of technical duties related to the oversight and maintenance of the Hidalgo County Fixed Asset Program. Assists in the evaluation and monitoring complex transactions associated with the provision, accounting and disposal of County Fixed Assets. In the absence of the Fixed Asset Manager acts as liaison between county elected officials, department heads, program directors, multiple outside agencies and other county staff and the community as required.

Duties

1. Maintains Inventory files at Precinct Level, pertaining to a) Roadways, b) Building, c) Machinery and Equipment, and d) Other Structures such as parks and landfills.
2. Coordinates with R&B personnel, management, and precinct accounting section, to compile information pertaining to roadway construction- i.e.(ROW acquisition, and roadway paving/improvements)
3. Obtains pertinent information for all roadway projects financed with Hidalgo County, Urban County, Colonia Access Program Grants, Capital Improvement Projects Funding, and Subdivision Roadways dedicated to County.
4. Capture information pertaining to Roadway Projects by operating a GPS device and generates progress reports.
5. Maintains logbook to record location and assignment of Machinery, Vehicles, and other equipment to precinct personnel.
6. Ensures that all Machinery and Equipment is properly tagged and accounted for.
7. Prepares monthly reports to be submitted to County Purchasing Department/Fixed Asset Division, pertaining to Roadway construction, Inventory confirmations of equipment, reports on losses, transfers to surplus or to other County Departments.
8. Will gather documentation for all Precinct vehicles and submit to Purchasing Department –Fixed Asset Division.

9. Works in coordination with Precinct Management, Accounting and Roadway Foreman to obtain all necessary information to produce timely and complete reports.
10. Obtaining additional information on extra territorial jurisdiction roadway annexation by cities on a quarterly basis to the fixed asset division.
11. Provide all properly prepared and signed asset transfer forms.
12. And any other duties as assigned.

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.
- Should be Proficient on MS Applications such as MS Excel, MS Access, and MS Word.
- Should have experience in accounting and inventory procedures. At least two years of experience in general clerical work, including one year in a position that provided a working knowledge of purchasing operations or banking credit card system; or an equivalent combination of education and experience.

EDUCATION and/or EXPERIENCE

- **High School Graduate or equivalent**
- **An associates degree from an accredited institution of higher learning or a minimum of 60 collage hours in Business Management, Finance, Accounting, Economics and work experience in inventory management and fixed assets control related field preferred.**

CERTIFICATES, LICENSES, REGISTRATIONS

- **Must have proof of current valid Texas Motor Vehicle Operations license**
- **and must be insured by the County's insurance carrier.**