

HIDALGO COUNTY PRECINCT #3

Job Title: Inventory Control Specialist

FLSA Status: Non-Exempt

Dept No: 123

Civil Service Status: Non-Exempt

SUMMARY OF FUNCTION:

Performs routine inventory work; Maintains inventory files pertaining to Machinery and Equipment, Buildings, Roadways, and Other Structures such as parks and landfills; monitoring inventory operations for compliance with established procedures; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain inventory files at Precinct, pertaining to A.) Roadways, B.) Building, C.) Machinery and Equipment, and D.) other structures such as parks and landfills;
- Coordinates with R&B personnel, management, and precinct accounting section, to compile information pertaining to roadway construction i.e. (ROW acquisitions, and roadway paving/improvements)
- Obtains pertinent information for all roadway projects financed with Hidalgo County, Urban County, Colonia Access Programs Grants, Capital Improvement Projects Funding, and Subdivision Roadways dedicated to the County;
- Capture information pertaining to Roadway Projects by operating a GPS device and generates progress reports;
- Maintains logbook to record location and assignment of Machinery, Vehicles, and other equipment to precinct personnel;
- Ensures that all machinery and equipment is properly tagged and accounted for;
- Prepares monthly reports to be submitted to County Purchasing Department/ Fixed Assets Division, pertaining to Roadway Construction, Inventory confirmations of equipment, reports on losses, transfers to surplus or to other County Departments;
- Will gather documentation for all Precinct vehicles and submit to Purchasing Department – Fixed Asset Division.
- Works in coordination with Precinct Management, Accounting and Roadway Forman to obtain all necessary information to produce timely and complete reports;
- Obtaining additional information on extra territorial jurisdiction roadway annexation by cities on a quarterly basis to the fixed asset division;
- Provide all properly prepared and signed asset transfer forms;
- 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/or 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 Diploma or equivalent
- An associate's degree from an accredited institution of higher learning or a minimum of 60 college hours in Business Management, Finance, Accounting, Economics and work experience in inventory management and fixed assets control related field preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job;

While performing the duties of this job, the employee is required to talk or hear. The employee is required to stand. The employee is required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, and kneel;

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job;

The noise level in the work environment is usually moderate;

SAFETY REQUIREMENTS:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time;
- operating assigned equipment;

Maintain mental capacity which permits:

- making sound decisions and using good judgment;
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others;