

INVENTORY SPECIALIST IV

GRADE: 10

GENERAL DESCRIPTION

Performs highly advanced (senior-level) inventory work; Overseeing 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.

EXAMPLES OF WORK PERFORMED

Oversees accounting records of purchases, assigns inventory numbers to items, and maintains inventory and stock control records

Oversees Inventory files and prepare monthly reports for Fixed Asset Division and other Departments such as Auditors and Budget Office

Conducts (Periodically) physical inventory count and Reconcile with Inventory Books

Oversees estimates of supplies and merchandise needs, and approves requests for replenishing supplies and merchandise

Oversees and maintains an inventory database including pictures of heavy equipment, Buildings, Roads, and other Inventory at management discretion

Disposes of surplus property, and arranges and rotates if necessary

May prepare purchase orders

May train others

May assign and/or supervise the work of others

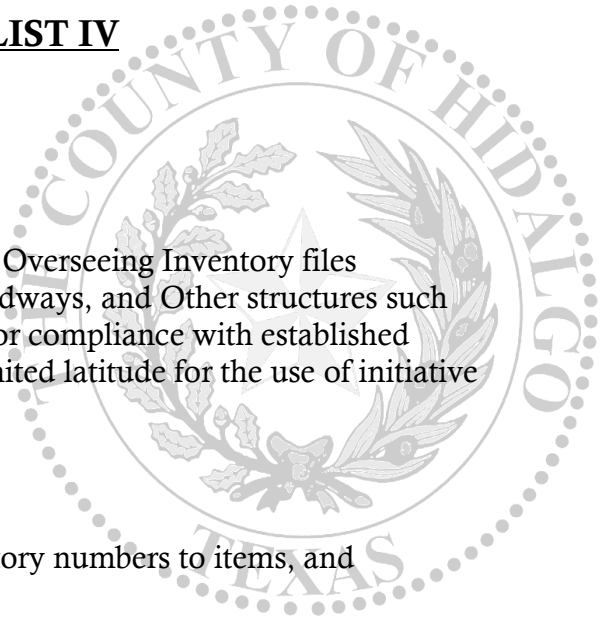
Secures the best competitive prices from vendors

Ensure an efficient system of Inventory management and control, and recommends improvements

Develops inventory control program guidelines and policies

May operate a forklift

Performs related work as assigned



GENERAL QUALIFICATION GUIDELINES

Experience and Education

Four (4) years experience in Accounting or Inventory Control. Graduation from a high school or equivalent; Graduation from an accredited four year college or university with major coursework in Business Administration, Accounting, or Finance; Experience and education may be substituted for one another.

Knowledge, Skills, and Abilities

Knowledge of Inventory practices, methods, and procedures

Ability to transfer Inventory from one location to another, and review Inventory policy for compliance

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 regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, 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 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 encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

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

- sitting for extended periods of time
- standing 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
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

