



POSITION DESCRIPTION

JOB TITLE: Inventory Control Manager Job Class: 2425		
DATE	DEPARTMENT OR SCHOOL	DIVISION
BARGAINING UNIT: Local 1616		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Under the general direction of the Manager of the Warehouse and Distribution Services, the Inventory Control Manager is responsible for maintaining records relating to supply and material ordering, receiving, storing, issuing, shipping, purchasing and tracing.</p>		

Major Duties & Responsibilities: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Allocate space, equipment and personnel to the receiving, storage and distribution functions of the warehouse. Recommends off premise storage as needed.
2. Monitors the repair and/or the replacement of material handling equipment.
3. Develop fall/spring and summer delivery schedules for all schools.
4. Maintain all phases of the computerized inventory system for the warehouses and Central Office.
5. Operate CRT at the warehouse for on line transactions, i.e. purchase orders, receiving, changes in descriptions, prices, units of issue, buyer codes, group codes, etc.
6. Process emergency requisitions which involves verifying the stock status of the item, the nature of the emergency, ensure that the requisition is filled and processed in a timely manner including the assignment of personnel and assigning a Material Handler to fill the order.
7. Respond to all operational emergencies in the absence of the Warehouse Manager.
8. Handles telephone inquiries regarding the status of stock orders, i.e. shortages, delivery dates, cancellations, backorders, etc.
9. Send Buyers a list of all minimums, low stock items and past due purchase orders.
10. Prepare data for Auditor at the end of each school year.

11. Verify physical inventory cards for repair and supply. Update inventory and keep records of discrepancies for Auditors and Financial Services.
12. Assign responsibilities to the Material Handlers as well as develop delivery routes for drivers on an as needed basis or in the absence of the manager.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Manager of Warehouse and Distribution Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

JOB 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 qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Experience Requirements

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

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

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 with or without reasonable accommodation.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.