



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Inventory Specialist **LAST UPDATED:** 10/07/2014
DEPARTMENT: Administrative Services **JOB CLASS:**
REPORTS TO: Inventory Administrator **FLSA DESIGNATION:** Non-Exempt

Summary: Under general direction of the Inventory Administrator, the Inventory Specialist assists in maintaining a high level of inventory integrity within the City of Frisco warehouse facility. In addition to monitoring inventory levels, this position will serve to maximize space utilization and inventory movement. The Inventory Specialist will assist in maintaining a computerized inventory system for the City of Frisco.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Performs standard shipping/receiving functions; verifies items upon delivery; ensures shipping manifest balances with invoices.
- Assists Inventory Administrator in maintaining computerized inventory system to track procurement, warehousing/storage, distribution and frequency of use of items.
- Assists in monitoring inventory levels to: reduce City supply costs, utilize maximum space, forecast inventory and procurement needs, and ensure proper inventory levels throughout the City departments.
- Conducts periodic visual inventory audits of warehouse items to reconcile actual stock with the numbers in computerized inventory system.
- Assists in accurately maintains inventory records, stock levels, and places timely re-orders of stocked items.
- Performs inventory control responsibilities such as cycle counts, inventory accuracy, inventory control and related improvements.
- Enters orders, receipts, stock issues, return adjustments, and back orders into the computerized inventory system to insure payment function.
- Provides liaison assistance between Purchasing Services and departments for requests, notifications, etc.
- Communicates and consults with suppliers/contractors to locate materials, supplies, parts, tools, and equipment.
- Arranges necessary adjustments with suppliers regarding missing/broken/damages material deliveries, incomplete orders, or other issues.
- Adheres to proper cleaning methods, storage and proper care of equipment and supplies, and practice of a safe work environment.
- Insures the security and integrity of the inventory to include but not be limited to, insuring that all procedures relating to warehouse security are met, limiting personnel entrance into the warehouse by securing all entrances and exits, and insuring that all entrances and exits to the warehouse area are secure at night and on weekends.

Other Important Duties:

- Must be required to respond after hours when needed.
- May be required to work on-call and overtime.
- May travel off site to attend training.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of proper inventory and warehousing standards, policies, and procedures.
- Knowledge of local, state, and federal guidelines, regulations for procurement of supplies and materials in municipal government.
- Knowledge of City policies and procedures.
- Knowledge of computers and related equipment, hardware and software for area of assignment.
- Ability to communicate effectively and clearly, both orally and in writing.
- Ability to identify problems and propose solutions in a timely manner.
- Requires the ability to perform simple movements requiring moderate coordination, such as those required to operate office equipment or computer equipment.
- Ability to develop and maintain positive and effective working relationships with vendors, managers, employees and other agencies.
- Ability to resolve problems quickly and effectively.
- Skill in resolving customer complaints and concerns.
- Must possess strong written and oral communication skills.

Education, Training, Experience, Certificates, and/or Licenses:

- High School Diploma or GED and two to three (2-3) years of increasingly responsible warehousing/inventory experience **or** equivalent combination of education and experience.
- Must pass pre-employment drug screen, criminal background, physical agility and MVR check.
- Must obtain forklift certification within two (2) months from date of hire.
- Must possess valid State of Texas class C driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in a variety of settings such as, but not limited to the office and surrounding environment, storage/warehouse facilities, and part rooms.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to exposure to extreme weather conditions, potentially hazardous substances, dust, fumes, and high noise levels.
- Must be able to lift 50 lbs.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, 2-way radio, cellular telephone, forklift, electric pallet jack, ladders/rolling ladders, power and hand tools, and department vehicles.

Approved By:

Signed by Daniel Ford, Purchasing Manager

Daniel Ford, Purchasing Manager

11/03/2014

Date



Shannon K. Allyn, HR Generalist

11/03/2014

Date