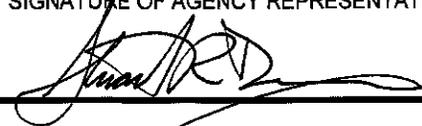


POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS505140
DIVISION OR INSTITUTION Office of Information Technology	UNIT OR OFFICE Business Office	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20006036 JOB CODE TITLE Program Administrator 1 JOB CODE 63122 APD 11-30-11	<input checked="" type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Inventory Control Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20006027 Business Operations Manager 2	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22 PR 10 Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
80	Under general supervision assists in program direction by relieving superior of a variety of difficult administrative duties: supervises division's asset management section; formulates & implements inventory policies & procedures; supervises inventory control specialists; trains assigned staff on inventory policies & procedures; assures correct classification of purchases & timely recording of purchases; oversees entry of data into the computerized inventory database; verifies accuracy of automated database; oversees physical inventories of selected areas on a regular basis or as required by Office of Budget & Management (OBM); monitors & ensures timely recording of asset movement, transfer, & salvage; provides data to OBM or Department of Administrative Services as requested & approved; travels within the state to inspect equipment or monitor subordinate's job performance; may be required to lift, push, pull or otherwise move up to 30 lbs. of equipment; prepares reports & reconciliations for division, agency, OBM, or DAS; prepares several major end-of-year compliance reports; advises division personnel on proper methods of reporting asset acquisition & movement; supervises support staff to ensure timely recording, tagging, & delivery of goods received at receiving docks, ensures that asset movements, transfers, & salvage are processed & approved per OBM, DAS, or division procedures; may require overnight travel.	Knowledge of (1) bookkeeping; (2) inventory control; (3) accounting practices & procedures; (4) labor relations; (5) employee training & development; (6) supervisory principles & techniques; Skill in (7) operation of personal computer & associated hardware/software (e.g., MS Office, FAMS); Ability to (8) understand bookkeeping & inventory control procedures; (9) understand concepts of business & inventory control; (10) originate business letters; (11) interview job applicants; (12) gather collate & classify information about data, people or things; (13) demonstrate strength to lift, push, pull or otherwise move up to 30 lbs.		
20	Assists in preparation of sectional budgets: authorizes expenditures and purchases for inventory section, uses personal computer, typewriter, photocopier, fax machine, calculator and all other office equipment and machinery; responds to telephone inquiries; attends meetings: participates in training sessions and education seminars.	Knowledge of 1, 2, 3, 4, 5,6 Skill in 7 Ability to 8, 9, 10, 11, 12, 13.		
List Position Numbers & Job Titles of Positions Directly Supervised:		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 11/21/11	