

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services DAS105780
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE State Printing & Mail Services	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20073325 JOB TITLE Inventory Control Specialist 1 JOB CODE 64551	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree		
	USUAL WORKING TITLE OF POSITION Inventory Control Specialist 1		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20073350 Administrative Officer 2		
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt		Bargaining Unit 14
	If FLSA Exempt, exemption type:			Page 1 of 2	
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM 7:30 am TO: 4:30 pm				
	JOB DESCRIPTION AND WORKER CHARACTERISTICS				
	%	Job Duties in Order of Importance		Knowledge, Skills & Abilities	
	80	Receives, inspects & records new materials & supplies, equipment & furniture arriving in State Printing & Mail Services, Fulfillment Center & Mainframe Printing warehouse: maintains accurate records of all incoming & outgoing items; confirms receipt & delivery; schedules, prepares & assists with loading & unloading of supplies (e.g., weighing up to 30lbs) being delivered; develops & maintains stocking parameters, usage data & reorder thresholds; maintains accurate & up-to-date inventory of all supply & warehouse items; manage inventory levels & approves order for a wide range of print materials; develops, implements & enforce warehouse procedures; maintains databases for inventory control of warehouse; maintains warehouse in clean, orderly & secure condition; monitors asset movement & transfers; coordinates salvage disposal of obsolete & worn out assets; empties vacuum system receptacle as needed.		Knowledge of (1) inventory control; (2) OSHA & EPA safety standards & practice applicable to warehouse operations; (3) customer service; (4) agency purchasing & requisition warehouse procedure* Skill in (5) operate personal computer; (6) operates warehouse equipment Ability to (7) define problems, collect data, establish facts & draw valid conclusions; (8) recognize unusual or threatening conditions; (9) maintain accurate records & prepare meaningful & concise reports; (10) gather, collate & classify information about data, people or things; (11) sort items into categories according to established methods; (12) lift, push or pull up to 30 lbs. (13) obtain & maintain valid driver's license.	
	10	Prepares necessary encumbering documents & reconciles inventory: assigns asset numbers & tags acquired assets; pulls & copies purchase orders, invoices & vouchers & analyzes for accuracy; enters data in OAKS Asset Management; verifies accuracy of information in OAKS; perform bi-annual physical inventory of print materials; performs physical inventories of equipment & furniture for office on an annual basis; other duties as assigned.		Knowledge of 1, (14) bookkeeping, (15) accounting practices & procedures, (16) electronic data processing. Skills in 5 Ability to 9, 10, 12, 13, (17) understand bookkeeping & inventory control procedures, (18) read & record figures accurately, (19) understand concepts of business practices, (20) add, subtract, multiply & divide whole number; (21) maintain accurate records.	
	*developed after employment				
List Position Numbers & Job Titles of Positions Directly Supervised:			SIGNATURE OF AGENCY REPRESENTATIVE		
					
			DATE 8-26-11		

Apd 8.29.11 (AW)

