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| 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 |

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|---|---|---|--|---------------------------------------|
| POSITION NUMBER 20073325 JOB TITLE Inventory Control Specialist I JOB CODE 64551 | <input type="checkbox"/> Reclassification <input checked="" type="checkbox"/> New Position <input 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 20073314 Document Delivery Technician Supervisor | |
| | <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 If FLSA Exempt, exemption type: | Bargaining Unit 14 Page 1 of 1 |
| | NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM 7:30 am TO: 4:30 pm (Report-in location subject to change.) | | | |
| | JOB DESCRIPTION AND WORKER CHARACTERISTICS | | | |
| | % | Job Duties in Order of Importance | Knowledge, Skills & Abilities | |
| | 90 | 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 being delivered; develops & maintains stocking parameters, usage data & reorder thresholds; maintains accurate & up-to-date inventory of all supply & warehouse items; manages inventory levels & approves order for wide range of print materials; develops, implements & enforces 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. | Knowledge of (1) inventory control; (2) OSHA & EPA safety standards & practices applicable to warehouse operations; (3) customer service; (4) agency purchasing & requisition warehouse procedure*. Skill in (5) operation of personal computer & associated hardware/software; (6) operation of 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; performs 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. Skill 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 numbers; (21) maintain accurate records. | |
| | List Position Numbers & Job Titles of Positions Directly Supervised: | | SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhoven/ce</i> | DATE 3/2/09 |

apd 4-2-09 al