

<b>POSITION DESCRIPTION</b>		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 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 20005596 Management Analyst Supervisor 1	
	<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 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM 7:30 am    TO: 4:30 pm			
	<b>JOB DESCRIPTION AND WORKER CHARACTERISTICS</b>			
	%	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.	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
		<i>Jeffrey Westhonen/ce</i>	6/30/10	

Appl 7.1.10 (ea)

# 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

Reclassification     New Position     Update    Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Inventory Control Specialist 1  
POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005596 Management Analyst Supervisor 1

Permanent     Classified    Overtime:  Eligible     Exempt    Bargaining Unit 14  
 Temporary  
 Intermittent     Unclassified    If FLSA Exempt, exemption type:    Page 2 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
10	Loads/unloads vehicles & picks up/delivers State Printing & Mail Services materials to & from customers: lifts, pulls, pushes & otherwise moves printed materials in containers each onto flatbed or two-wheel cart (i.e., may require extensive walking & operation of state delivery van in accordance with DAS Directive 06-14); coordinates pick up & delivery of jobs with customers.	Knowledge of 1, 2 Skill in 6 Ability to 8, 12, 13

\*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Jeffrey Westhonen/ce*

6/30/10

*Appl 7.1.10 pwr*