

Salary Schedule	MOU	Benefits
---------------------------------	---------------------	--------------------------

City of Alameda
Code No. 7135
Approved by C.S.B.
July 13, 2005

INVENTORY CONTROL CLERK

=====

DEFINITION

Under general supervision, coordinates and maintains records of materials in inventory and on order, including counting, tracking, ordering, and disposing of electrical and telecom parts, materials and supplies; monitors reorder points, initiates action to replenish stocks, and recommends adjustments in inventory levels based on usage; reconciles discrepancies in inventories and notifies supervisor of irregularities; and performs other related work as required.

EXAMPLES OF DUTIES

1. Monitors and maintains current inventory levels; tracks orders and investigates problems.
2. Coordinates and prepares requisitions for materials, and supplies; processes purchasing orders as required; consults with field staff, vendors, suppliers, and procurement personnel to determine availability, verify correct specifications, and ensure timely delivery.
3. Conducts inventory control studies, and participates in annual and periodic cycle- counting of parts and materials using bar-code readers and other computerized equipment to verify count accuracy, and to establish and maintain optimal inventory levels.
4. Researches, investigates, and resolves inventory control problems, including unlabeled and interchangeable parts and recommends parts to be ordered.
5. Performs routine clerical duties, including data entry, answering telephones, and assisting customers.
6. Reviews requisitions, and sets-up new inventory items.
7. Investigates and resolves shipping and receiving errors from customers and vendors.
8. Maintains computerized and paper records, and generates inventory reports with recommendations.
9. May conduct or supervise regularly scheduled or ad-hoc projects of limited scope, as assigned.
10. May operate forklift and other material handling equipment.
11. Acts for the Storekeeper in his/her absence.

EMPLOYMENT STANDARDS

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by technical/vocational coursework in inventory management and control, warehousing, buying, materials or logistics management or closely related field.

Experience: Two (2) years of responsible inventory management and control experience that included the use of automated inventory systems, and personal computer programs for spreadsheets, databases and word processing.

Knowledge

Knowledge of inventory management and control; principles and practices of procurement; purchasing policies and procedures; electric transmission and distribution and/or telecom equipment, parts, materials and tools; basic mathematics and statistics; modern office procedures and methods; and computer software for inventory control, spreadsheets, databases, and word processing.

Ability

Ability to prepare routine administrative paperwork; reconcile stock counts to report data; analyze and solve problems; identify and categorize electric transmission and distribution and/or telecom equipment, parts, materials and tools; research and interpret manuals, technical bulletins, and related documents; assist to troubleshoot hard to find parts and materials and locate appropriate vendors and suppliers; organize, implement, and prioritize work activities with minimal supervision; assist

to examine parts and materials usage and prepare written reports and presentations; may lift 50-75 pounds; may operate forklift and other material handling equipment; communicate effectively both orally and in writing; organize and manage multiple assignments simultaneously; understand and follow complex written and oral instructions; use a computerized inventory control warehousing, and purchasing system; type accurately on a computer keyboard at the rate of 25 net words per minute; learn and effectively use new computer hardware and software with minimal instruction and supervision; and establish and maintain effective working relationships with those contacted in the course of work.

Other Requirements

Possession of a valid State of California Class C Driver's License, and the ability to obtain and maintain a California Department of Motor Vehicles Hazardous Materials Endorsement within six months of employment, and a satisfactory driving record as conditions of initial and continued employment. Employees in positions requiring a Hazardous Materials Endorsement are subject to provisions of the Department of Transportation's drug and alcohol testing program.