

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: INVENTORY CONTROL SPECIALIST (Job code 501).

GENERAL STATEMENT OF JOB

Under general direction performs routine office support functions for the City department to which the employee is assigned. Employees in this class generally possess extensive departmental knowledge and excellent clerical/keyboard skills. Depending on the department, duties may range from extensive record keeping and report maintenance tasks to accounting. Office support functions performed at this level are moderate to complex in nature and generally require a high degree of accuracy. Employees in this class coordinate several specific tasks that can be complex in nature. The incumbent prioritizes tasks and performs work independently and with supervision as necessary.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Generates correspondence, places office supply orders, processes department requisitions for ordering, performs order follow up, processes claim forms, completes and prepares various forms, prepares monthly operation reports and other relevant materials appropriate to assigned unit.

Performs a variety of essential record keeping duties and manages filing system pertaining to specific job duties.

Receives various reports and applications for the purpose of verifying accuracy and relates information to others as necessary.

Uses modern office equipment including a computer and related hardware and software programs to complete assigned work. Includes proficient use of Inventory Control/Tracking software and hardware for day-to-day activities essential in the tracking and management of inventory, including keeping shelves stocked and ordering materials so that field supplies are maintained at adequate levels.

Takes the annual inventory for departments assigned.

Takes telephone inquiries and complaints, ascertains nature of calls and directs them to the appropriate individuals or departments.

Works independently with supervisors and division leaders to process requisition orders and reviews ordering of equipment and supplies for operations and administrative offices.

If assigned to Public Works, maintains and checks the gasoline and diesel levels daily, and orders fuel as required.

Takes directions from supervisors, and assists Department Head with tasks assigned.

ADDITIONAL JOB FUNCTIONS

Performs departmental-related work as required. Possesses and demonstrates fundamental computer skills to manage inventory, generate orders and prepare basic memoranda and letters as required by supervisor. Must possess and demonstrate knowledge of basic software programs utilized by the City and the Department.

Performs related work as required.

Performs emergency response duties as necessary.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, with basic minimum level course work in computers, basic accounting, and/or business, minimum two (2) years of related full-time work experience, supplemented by course work in Microsoft Word and Microsoft Excel. CDL-B with "P" endorsement driver license required. Must be proficient in the operation of a forklift. Forklift certification must be obtained within three months of employment.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of moderate weight up to 50 pounds.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of inventory maintenance and accounting principles and practices.

Knowledge of report and record keeping principles and techniques.

Ability to establish and maintain effective working relationships with supervisor, support staff, and other departments position interacts with.

Ability to organize and review work for efficient results and accuracy.

Ability to handle a multitude of diverse tasks simultaneously while maintaining an attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date