



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 361.8

Job Title: **INVENTORY MANAGEMENT SUPERVISOR**

Pay Grade: 17

### **GENERAL SUMMARY:**

Directs the operation of a warehouse, storage area, receiving area or inventory control and materials management facility and supervises Inventory Management Clerk(s). Performs administrative support functions in the ordering, purchasing, receiving, stocking, storing, issuance, distribution, maintenance and repair of various parts, tools, materials, supplies, equipment, inventory or surplus property.

### **RESPONSIBILITIES:**

- Supervises day-to-day storeroom operations: purchasing, receiving, storing, distributing, maintenance and inventory control of parts, tools, materials, supplies, equipment, inventory or surplus property. Resolves special problems as required.
- Ensures adherence to City and State guidelines for acquisition, storage, distribution, maintenance and disposition of inventory and associated records.
- Creates, revises and implements procedures and guidelines for storage, inventory control, materials management, safety, security, or basic accounting practices.
- Supervises, trains and evaluates employees in all aspects of storeroom operations, materials management and inventory control. Makes recommendations for hiring, promotions, pay adjustments and disciplinary actions.
- Ensures thorough and accurate inventory records are maintained. Ensures completion of periodic physical inventory counts and reconciles counts with inventory records. Investigates, reports and resolves major inventory discrepancies.
- Prepares and maintains various administrative reports: administrative budgets, material disbursements, non-recoverable inventory, work assignments, inventory control and monthly summaries.
- Forecasts and identifies trends to maintain current and appropriate levels of inventory in-house and on order. Ensures warehouse stock is rotated. Determines reorder points. Coordinates requirements of divisions with regular or special supply needs.
- Contacts and selects vendors to obtain price quotes and acquire costly materials or inventory. Performs follow-up to expedite delivery, receipt and payment of costly or highly specialized inventory and materials.
- Monitors vendors' compliance with contract prices. Contacts vendors to resolve problems or discrepancies. Assists in contract administration activities, i.e., pre-bids.
- Ensures storerooms, warehouses and storage areas are maintained in a clean, orderly, safe and secure condition. Ensures safety and security of materials, supplies and property.

## **RESPONSIBILITIES: (continued)**

- Arranges for maintenance and repair of large equipment and machinery. Determines and disposes of expired, spoiled, damaged or obsolete items and inventory.
- Ensures messages and work orders are transmitted accurately and timely to various City work crews for completion.

## **SPECIFICATIONS:**

### **KNOWLEDGE:**

Requires an Associate's degree in Materials Management, Business Administration, Accounting or a closely related field. May require a Texas driver's license and compliance with the City of Houston's policy on driving.

### **EXPERIENCE:**

Two years of inventory control, materials management, or record keeping experience are required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

Two years of additional responsible inventory control and/or materials management experience may be substituted for the degree requirement.

### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

### **IMPACT OF ACTIONS:**

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

#### **Indirect Supervision:**

No indirect reports.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with the clerical and technical staffs and occasionally with professionals and supervisors. Interaction requires considerable tact and cooperation involving somewhat sensitive issues or problems.

#### **External Contacts:**

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

### **PHYSICAL EFFORT:**

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

### **WORK ENVIRONMENT:**

There are occasional discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve occasional exposure to soiled materials and light chemical substances such as cleaning solutions.

**SPECIFICATIONS: (continued)**

**PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

**MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

**JOB FAMILY:**

Inventory Management Clerk  
Senior Inventory Management Clerk  
Inventory Management Supervisor

*Effective Date: August 2001*

*Revised Date: January 2002*