



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 361.5

Job Title: **INVENTORY MANAGEMENT CLERK**

Pay Grade: 9

GENERAL SUMMARY:

Performs manual and clerical tasks in the ordering, purchasing, receiving, stocking, storing, issuance, distribution, maintenance and repair of various parts, tools, materials, supplies, equipment, inventory and/or surplus property.

RESPONSIBILITIES:

- Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory, etc. May assist with moving and loading surplus property.
- Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc. May resolve discrepancies.
- Creates and maintains records, logs, etc. of materials received, stored, issued, delivered or distributed. Performs data entry using a purchasing and inventory control system.
- Contacts vendors to obtain price quotes. Selects vendors and places orders for materials and supplies. Prepares requisitions and purchase orders. Performs follow-up to expedite delivery, receipt and payment of inventory and materials.
- Maintains storerooms, warehouses and storage areas in a clean, orderly, safe and secure condition. Ensures safety and security of materials, supplies and property.
- Performs periodic physical inventory counts and reconciles counts with inventory records.
- Receives, stores and issues hand tools, machine tools, parts and other equipment. Tracks tools, parts, equipment and inventory issued to and returned by workers. Searches for lost or misplaced tools and equipment.
- May perform minor equipment and machinery maintenance or assist in the coordination of external equipment maintenance and repair. Assists in determination and disposal of expired, spoiled, damaged or obsolete items or inventory.
- Receives and dispatches messages and work orders by telephone or radio to various City work crews. Maintains logs and records of messages and work orders received, transmitted or completed.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or GED. May require a valid Texas driver's license and compliance with the City of Houston's policy on driving.

SPECIFICATIONS: (continued)

EXPERIENCE:

Three months of inventory control, materials management, record keeping or clerical experience is required. May require experience in operating a forklift and other motorized or non-motorized materials handling equipment.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work typically lead to minor inconvenience and costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

External Contacts:

Level of external contact is primarily with lower-level service representatives and vendors. Interaction involves information exchange and/or simple service activity requiring moderate tact and cooperation.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

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

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