



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 361.6

Job Title: **SENIOR INVENTORY MANAGEMENT CLERK**

Pay Grade: 12

GENERAL SUMMARY:

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

RESPONSIBILITIES:

- Ensures adherence to City and State guidelines for acquisition, storage, distribution, maintenance and disposition of inventory and associated records.
- Assists in creating, revising or implementing procedures and guidelines for storage, inventory control, material management, safety, security or basic accounting practices.
- Receives, unloads, unpacks, shelves, distributes and delivers incoming parts, tools, materials, supplies, equipment, inventory, etc. May assist with moving and loading of surplus property.
- Compares and verifies incoming inventory for quality, quantity, accuracy and suitability against invoices, purchase orders, packing slips, specifications, etc.
- Leads and trains Inventory Management Clerks. Establishes priorities and delegates workload. Oversees and ensures inventory records are accurately maintained. Investigates, reports and resolves minor inventory 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. May compile data for inventory reports.
- Oversees, coordinates and participates in physical inventory counts. Reconciles counts with inventory records. Resolves discrepancies.
- Forecasts and identifies trends to maintain a current inventory of materials in-house and on order. May determine reorder points. May coordinate requirements of divisions that have regular or special needs for supplies.
- Contacts vendors to obtain price quotes. May select 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.
- Monitors vendors' compliance with contract prices. Contacts vendors to resolve order discrepancies. Assists in basic contract administration activities, i.e., pre-bids.
- Maintains storerooms, warehouses and storage areas 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. May perform minor maintenance. Determines and disposes of expired, spoiled, damaged or obsolete items and 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.
- Receives, stores and issues hand tools, machine tools, parts and other equipment. Tracks tools, parts and equipment issued to and returned by workers. Searches for lost or misplaced tools and equipment.

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.

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.

COMPLEXITY:

Work consists of fairly standard procedures and tasks where basic analytic ability is required, as in the comparison of numbers and simple facts in selecting the correct action.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with the clerical and technical staffs. Interaction requires moderate tact and cooperation; e.g., resolving problems and/or obtaining necessary information.

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 requires lifting of heavy items of up to 60 pounds and/or walking on rough surfaces routinely and/or regular physical exertion such as climbing of ladders.

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.

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