

INVENTORY CONTROLLER

DEFINITION

Under direction, plans, directs, and participates in management of judicial branch assets including furniture and equipment; develops platform(s) for managing and reporting asset control; planning for new assets; stock replenishment analysis; resolution of special inventory and purchasing problems; performs related work as assigned.

CLASS CHARACTERISTICS

Inventory Controller is a single-level professional classification responsible for the inventory control of furniture and equipment and for formulating inventory control procedures. Incumbents develop asset control standards for physical inventory and field inspection of new construction and structural improvements of all judicial branch facilities and for maintaining related accounting records and preparing reports reflecting changes in values.

EXAMPLES OF DUTIES (*illustrative only*)

- Defines inventory control program goals and researches other organizations to determine effective methods.
- Analyses existing database and assists in the computer system integration.
- Identifies state, regional, and local needs for inventory control.
- Prepares recommendations for inventory control program.
- Writes program guidelines and procedures for asset control.
- Reviews and updates program database and procedures for effectiveness.
- Establishes professional development component and prepares court staff training program.
- Conducts court staff training and surveys training effectiveness.
- Develops court user platform for managing and reporting asset control.
- Reviews annual plans and budget concept papers for program adherence.
- Assists planning and project management staff in new project furnishing.
- Identifies, prepares, and procures large volume discount contracts as required.
- Manages contracts and progress payment reviews.
- Conducts special studies related to inventory management and purchasing, such as warehouse layout and storage needs, production control, and work simplification.
- Develops and implements new techniques, methods, procedures, and forms to improve the work flow and the inventory management system.

- Maintains inventory accounting records including stock and equipment accounts.
- Reviews accounting documents showing the acquisition, transfer, and disposal of equipment.
- Oversees the classification, listing, and tagging of equipment.
- Serves as a liaison with judicial branch entities regarding equipment classification and control procedures.

WORKING CONDITIONS

- Work occasional evening and weekend hours.
- Required to travel statewide as necessary.
- May be required to travel out-of-state on a very limited basis.

QUALIFICATIONS

Knowledge of:

- Inventory management techniques.
- Data processing terminology, applications, and input/output analysis.
- Regulations and practices pertaining to storage of materials, including combustible and perishable items.
- Records management methods.
- Cost estimating and purchasing of furniture and equipment.

Ability to:

- Analyze inventory data and inventory system applications.
- Direct personnel engaged in inventory management activities.
- Calculate order point, lead time, service level, and disbursing and purchasing data for selected stock items.
- Train personnel in inventory systems and procedures.
- Organize own work, set priorities, and meet critical deadlines.
- Operate personal computers and use specified computer applications.
- Communicate effectively in English, orally and in writing.
- Prepare and deliver effective oral presentations.
- Prepare a variety of effective written materials.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

None.

Education and Experience:

Equivalent to possession of a Bachelor's degree, preferably with courses in inventory management, statistics, data processing, and business administration is required. Three years of experience that included inventory analysis for a warehouse inventory with a wide variety of items or three years of supervisory experience in warehousing operations.

One year of postgraduate education in a field related to the work may be substituted for one year of required experience.