

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Inventory Control Clerk	<b>BAND/LEVEL:</b>	Admin II
<b>DEPARTMENT:</b>	Police	<b>JOB NO.:</b>	4055
<b>DIVISION:</b>	Police Administration	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Administrator, Police Fiscal Mgmt	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 201

**REPLACES:** Inventory Control Clerk

**DATE:** 10/24/2010

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### **JOB SUMMARY STATEMENT:**

Coordinates purchase/distribution and all aspects of inventory control of police uniforms and related equipment. Researches, develops and prepares bidding documentation for major purchases, services and new products. Manages and coordinates the fixed asset inventory of all items within the Police Department and Police equipment assigned to other Departments within the City.

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### **DUTIES AND RESPONSIBILITIES:**

1. Coordinates the purchasing/distribution of all police uniforms and related equipment. Conducts research and provides information on new equipment styles and pricing. Obtains competitive bids and price quotes for uniforms and equipment; places orders by telephone, fax, computer, or mail with appropriate vendors; monitors status of pending orders and initiates follow-up actions. Places orders for standard stock items or special order items; determines necessary quantities to maintain appropriate levels of standard inventory items on hand; researches purchasing information as needed; obtains specifications for budgeted items and maintains specifications for future reference. Issues uniforms and related equipment to police officers.
2. Verifies receipt of incoming orders, packages, or deliveries; ensures receipt of all equipment or materials prior to releasing purchase order for payment; inspects deliveries to verify receipt of correct materials and of entire order; verifies accuracy of packing slips, receiving documents, and invoices; stocks and distributes incoming uniforms and equipment.
3. Manages and coordinates the fixed asset inventory of all items within the department and those police items assigned to other City Departments. Researches and updates the Police Departments database of fixed assets and the E-1 finance system. Distributes, scans, labels and tracks items with assets numbers. Ensures fixed asset inventory agrees with the Finance system for information in support of the replacement schedule.
4. Prepares contract specifications for projects to be bid (e.g., uniforms, radar, forensic equipment and laundry service) and conducts analysis of bidder's. Communicates with vendors regarding product availability, bids/price quotes, status of orders, problems, discrepancies, or other issues; negotiates prices with vendors; maintains current vendor names, telephone numbers, account numbers, and pertinent information. Ensures compliance with policies.
5. Processes shipments of return orders, damaged parts, and warranty parts; obtains return authorizations when needed; packages items for shipment; tracks status of returned items and warranty items to ensure proper credit.
6. Maintains computerized inventory records; posts/enters items ordered, items received, items issues, and other inventory activities into computer system; researches inventory records in computer system as needed; and maintains departmental files of requisitions and product specifications.
7. Conducts research of department files, purchasing records, invoices, database records, Internet sites, hardcopy materials, or other sources as needed.
8. Provides customer service; responds to routine questions, complaints, or requests for service; provides information and initiates problem resolution. Performs other duties as assigned.
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.

**Title:** Inventory Control Clerk  
**Cost Center:** 201  
**Date:** 3/25/12  
**Page** 2

10. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## **GENERAL QUALIFICATIONS**

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or an equivalent combination of work experience and formal education. Must possess an appropriate, valid driver's license and maintain an insurable driving record. Must pass a polygraph and background investigation.

### **EXPERIENCE:**

Two years of purchasing, inventory control or stock room experience. Two years of customer service and public relations experience; computer experience and knowledge of word processing, database and spreadsheet applications preferred.

### **SKILLS:**

1. Mechanical aptitude
2. Good oral and written communication skills
3. Basic math and accounting skills
4. Organizational skills
5. Typing skills
6. Interpersonal skills
7. Time management
8. Inventory management
9. Analytical skills
10. Attention to detail
11. Working knowledge of computer software applications such as spreadsheets, word-processing, database, and inventory control system
12. Project management skills

### **MENTAL REQUIREMENTS:**

1. Alpha and numeric recognition
2. Good memory skills
3. Diplomacy and judgment
4. Ability to read and comprehend federal, state, and local policies and regulations
5. Ability to meet deadlines
6. Ability to recognize and protect confidential information
7. Ability to prioritize multiple tasks
8. Ability to carry out assignments through oral and written instructions
9. Ability to work independently
10. Ability to analyze and recommend possible solutions
11. Ability to learn and understand PC software applications
12. Ability to work in a hectic environment with many interruptions
13. Ability to assess situation and use judgement in responding

**Title:** Inventory Control Clerk  
**Cost Center:** 201  
**Date:** 3/25/12  
**Page** 3

**PHYSICAL REQUIREMENTS:**

1. Ability to lift 25 pounds and transport 25 feet.
2. Hand/eye coordination adequate to input computer
3. Ability to operate dollies, carts, and floor jacks,
4. Ability to reach, stand, bend, stoop, lift, climb, push, and pull
5. Ability to make and receive phone calls
6. Ability to identify and distinguish colors
7. Ability to work in confined spaces
8. Ability to push/pull up to 50 lbs.
9. Excessive standing and/or walking
10. Ability to use hand tools such as screwdriver and pliers.
11. Ability to operate City vehicle

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

None

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**