

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Inventory Administrator 6		Class Code: 002TD6
	FLSA Status: Non-Exempt	Salary Schedule: PAT 6	Effective Date: 8-16-13
	Summary: The Inventory Administrator is responsible for monitoring, maintaining and ensuring the accurate reporting of parts, supplies, and fixed assets. Incumbent is responsible for ordering, receiving, inspecting, recording and distributing supplies, materials and equipment. Incumbent maintains inventory control system by entering and updating information, cross checking entries to validate data integrity, periodically backing up records and working with information technology to implement system improvements.		

Duties:

- Codes assets, enters data, coordinates and analyzes data and controls in inventory system;
- Receives, inspects, distributes and maintains inventory of materials, supplies and equipment for assigned section;
- Controls equipment and fixed assets inventory, enters, updates, verifies and tracks all information in an asset management and/or inventory computer system;
- Implements and enforces policies and procedures on inventory control and salvage disposal;
- Monitors receipt and disposition of surplus property and resolves problems involved with inventory of supplies;
- Coordinates with investment recovery officer on disposal of useless equipment;
- Evaluates distribution and inventory systems and makes recommendations for improvements;
- Ensures compliance and train agency personnel on the policies and procedures set forth by the agency and State Board of Accounts on the operation of stockrooms;
- Performs inventory audits, monitor cycle counts, review results and make recommendations for correcting problems and errors;
- Assign and maintain state inventory asset numbers to fixed assets;
- Performs random physical audits of specific inventory throughout stockrooms and warehouse;
- Acts as a liaison with vendors relating to purchasing and specifications questions;
- Assists in budget preparation, purchasing and ordering of supplies and traffic control devices;
- Enters data in inventory system to update supply distribution and for costing purposes;
- Requests interchange and disposition of surplus property and salvage disposal;
- Files hard copies of requisitions, purchase orders and other related records;
- Assists with loading/unloading supplies for shipment or delivery to various facilities;
- Tracks and expedites flow of requisitions, purchase order shipments and related paperwork;
- Delivers and collects mail and supplies;
- Prepares all types of mail/supplies for mailing;
- Monitors warehousing and storage of materials;
- Performs purchasing functions;
- Processes parcels and overnight packages;
- Performs related duties as required.

Job Requirements:

- Knowledge of inventory control, agency policies and procedures and state regulations on inventory control and salvage and surplus disposal;
- Ability to effectively and efficiently maintain inventory control computer systems;
- Knowledge of agency and procurement policies and procedures;
- Skill in operation of computer, typewriter, and calculator;
- Ability to understand system of bookkeeping procedures; collect data, establish facts and draw valid conclusions;
- Ability to apply professional and technical knowledge of inventory software;
- Specialized knowledge of state methodology and working knowledge of agency operations;
- Specialized technical knowledge of the automated inventory system;
- Broad knowledge of the asset management and inventory systems;

- Knowledge of Department of Administration and agency regulations concerning disposition of surplus and obsolete assets ensuring all required documentation is submitted for the removal of assets from inventory;
- Basic knowledge of up-to-date training techniques;
- Ability to communicate both verbally and in writing to project an effective solution to overall audit evidences;
- Ability to learn and operate various computer systems;
- Ability to train agency personnel on the inventory system and on the operation of stockrooms;
- Ability to define problems, collect data, establish facts and draw valid conclusions;
- Ability to research and summarize information;
- May be required to operate warehouse equipment.

Difficulty of Work:

Interpretation of policy and procedures when the intent is not clear. The incumbent must use judgment on applying pertinent guidelines and standards. Accurately reporting and coordinating of the agency's inventory which includes utilizing the policy and procedure manual. If this is not carefully implemented there could be a loss of reimbursement of State and Federal revenue. Solve numerous detailed problems and trouble shooting in automated inventory control system, including research and manual inventory processes district wide and perform required changes;

Responsibility:

The employee is responsible for maintaining an updated asset inventory within established requirements. Supervises and coordinates the inventory needs of the agency. Provides leadership and coordinates special stockroom inventories. Researches and answers questions both technical and non-technical. Makes judgement calls through recommendation and response to field emergencies. Work is reviewed for technical accuracy and compliance with agency policy and conclusions.

Personal Work Relationships:

Incumbent works with other employees throughout the agency for the purpose of administering the physical features inventories. Employee may handle sensitive inquiries from and contacts with officials and general public.

Physical Effort:

Work includes both indoor and outdoor activities that require the employee to stand, crouch/stoop, kneel, climb and lift supplies and materials.

Working Conditions:

Majority of work is performed indoors in an office setting. May be required to travel to other work locations. May be required to work outdoors to inspect equipment for auditing purposes.