**Class Summary**

This classification is responsible for accurate storage, procurement, distribution, cycle management, and auditing of various classes of supply and inventory for an assigned department. Incumbents in the classification create and implement inventory management processes to maximize efficiencies and collaborate with department, division, and section leadership and vendor representatives to limit the storage of excess inventory.

**Distinguishing Characteristics**

This is a single incumbent classification within an assigned department. The Inventory Control Manager classification is distinguished from the Inventory Specialist Supervisor classification in that incumbents are responsible for procuring, storing, and distributing equipment and other county assets for an assigned department whereas incumbents within the Inventory Specialist Supervisor classification are responsible for tracking and managing the disposal of King County personal property surplus.

The Inventory Control Manager classification is distinguished from the Project/Program Manager series in that incumbents are responsible for overseeing a continual inventory process for equipment and other assets in addition to supervising assigned staff whereas incumbents within the Project/Program Manager series are responsible for managing programs or projects involving interagency or multi-disciplinary coordination to develop analyses, plans, policies, budgets, systems, or technology with discrete deliverable(s) and schedules. A project is defined as a temporary endeavor in that it has a designated lifetime, a defined scope, and allocated resources. A program is defined as a set of multiple and interdependent projects that are delivered to meet a greater set of common goals, objectives, outcomes, or imperatives.

**Examples of Duties**

1. Plan, direct, and manage inventory, materials management, warehousing, and distribution operations.
2. Supervise, plan, and review work of assigned staff; hire staff consistent with assigned hiring authority; ensure consistent application of labor policies, contract provisions, and hiring guidelines; fulfill required responsibilities in grievance and arbitration processing and adjudication.
3. Develop and implement standard operating procedures, policies, procurement and storage solutions, schedules, budgets, and execution plans for all aspects of inventory control and tracking.
4. Set and track goals for various classes of inventory; analyze, forecast, and report on stocking levels and financial performance; prepare reports on inventory operations, stock levels, and adjustments.
5. Participate in inventory audits and ensure they are performed in compliance with federally mandated requirements; track and report on non-conforming, damaged, or obsolete parts/products.
6. Investigate and resolve inconsistancies with inventory.
7. Assist with creating bid specifications, evaluations, and awards with vendors; research alternative sourcing.
8. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of legislative/legal governing bodies that have the potential to affect or change department policy

Knowledge of practices to discover improved methods, policies, and procedures

Knowledge of Generally Accepted Auditing Standards (GAAS)

Knowledge of evaluation and policy anaylysis methodologies

Knowledge of applicable funding, procurement, and contracting local, state, and federal regulations

Knowledge of operational, financial, and cost analyses

Knowledge of supply chain management principals and operations

Skill in writing and revising policy

Skill in compiling, organizing, evaluating and summarizing data, including statistical data

Skill in organizing and prioritizing assignments and strictly adhering to established rules, regulations, procedures, and deadlines

Skill in conflict resolution, problem solving, and negotiation

Skill in exercising independent judgement and handling sensitive and confidential information

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite and inventory tracking applications

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License or the ability to travel throughout the county in a timely fashion

Additional licenses, certifications, and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Executive) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | Created – 09/2020 |