

2022 City of Bryant Inventory and Acquisition Manager - PW Job Description

Exempt: No
Department: Public Works
Reports To: Public Works Director
Location:
Date Prepared: November 05, 2009
Date Revised: March 10, 2022
Safety Sensitive: No

GENERAL DESCRIPTION OF POSITION

The Public Works Inventory and Acquisition Manager is responsible for solicitation of bids for materials, equipment and services; maintaining a high level of inventory accuracy and integrity within the facility. This role will serve to maximize space utilization; will also monitor inventory levels and product movement and maintain defined minimum and maximum quantities on hand. The Inventory and Acquisition Manager will also be responsible for ensuring efficient order fulfillment as well as contributing to a safe and orderly working environment. The incumbent is responsible for completing reports that are essential to properly managing inventory. Incumbent must also balance inventory with reports to the ledger and control totals, and monitor discrepancies or problems with deliveries. Must work with other department managers for development of performance specifications for successful bidding.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Prepare reconciliation reports.
2. Maintain product identification and location program.
3. Manage facility inventory.
4. Manage the Public Works ordering and purchasing procedures.
5. Create and send purchasing orders.
6. Monitor purchases through the delivery process.
7. Monitor and control inventory integrity.
8. Research inventory discrepancies and make necessary corrections.
9. Oversee physical inventories/cycle counts/random or receipt audits/reconciliations.
10. Resolve inventory problems in a timely manner.
11. Document and control aged & damaged product.
12. Ensure all labeling requirements are met in a timely manner.

13. Maintain Inventory Accuracy Metrics and associated reports for management.
14. Develop and write performance specifications.
15. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Knowledge of a specialized field (however acquired), such as basic accounting, computer, etc. Equivalent of four years in high school, plus night, trade extension, or correspondence school specialized training, equal to two years of college, plus 4 years related experience and/or training, and 19 to 23 months related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to write reports, business correspondence, and policy/procedure manuals; ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to solve practical problems and deal with a variety of known variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, or diagram formats.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Arkansas Drivers License
Proficient in Microsoft Excel
2 years of similar purchasing experience

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Microsoft Office
Familiar with Public Works construction projects, equipment and materials

SOFTWARE SKILLS REQUIRED

Mastery: Spreadsheet
Advanced: Alphanumeric Data Entry
Intermediate: 10-Key, Accounting, Contact Management, Database, Presentation/PowerPoint, Word Processing/Typing
Basic: Payroll Systems

INITIATIVE AND INGENUITY SUPERVISION RECEIVED

Under direction where a definite objective is set up and the employee plans and arranges own work, referring only unusual cases to supervisor.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work; may also occasionally assist in the planning of work assignments performed by others within a limited area of operation.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of minor importance and also frequent opportunity for decision-making of major importance, either of which would affect the work operations of small organizational component and the organization's clientele.

MENTAL DEMAND

Close mental demand. Operations requiring close and continuous attention for control of operations. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

ANALYTICAL ABILITY / PROBLEM SOLVING

Directed. Supervisory and/or professional skills using structured practices or policies and directed as to execution and review. Interpolation of learned things in moderately varied situations where reasoning and decision-making are essential.

RESPONSIBILITY FOR WORK OF OTHERS

Responsibility for work of others: Not indicated.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and could possibly affect organization-patron relationship, involve re-work, or additional expenditures in order to properly resolve the error. The possibility of such errors would occur quite frequently in performance of the job. May also cause inaccuracies or incomplete information that would be used in other segments of the organization as a basis for making subsequent decisions, plans, or actions.

ACCOUNTABILITY

FREEDOM TO ACT

Generally controlled. General processes covered by established policies and standards with supervisory oversight.

ANNUAL MONETARY IMPACT

The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Small. Job creates a monetary impact for the organization from \$100,000 to \$1mm.

IMPACT ON END RESULTS

Moderate impact. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

PUBLIC CONTACT

Regular contacts with patrons, either within the office or in the field. May also involve occasional self-initiated contacts to patrons. Lack of tact and judgment may result in a limited type of problem for the organization.

EMPLOYEE CONTACT

Contacts of considerable importance within the department or office, such as those required in coordination of effort, or frequent contacts with other departments or offices, generally in normal course of performing duties. Requires tact in discussing problems and presenting data and making recommendations, but responsibility for action and decision reverts to others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Regular personal computer support, technical help, and/or basic software support, database analysis, level I technician, project coordination, installation and help desk.

WORKING CONDITIONS

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking, pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is frequently exposed to toxic or caustic chemicals; and occasionally exposed to work near moving mechanical parts, work in high, precarious places, fumes or airborne particles, outdoor weather conditions, wet or humid conditions, extreme cold, risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, moderately physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to stand, walk, sit, use hands to finger, handle, or feel; frequently required to reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 100 pounds; frequently lift and/or move up to 25 pounds; regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; and depth perception.

ADDITIONAL INFORMATION

Ability to utilize both internal and external resources to obtain information and data necessary to carry

out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have read the Job Description for this position and understand the requirements, responsibilities, and duties therein. I have reviewed this Job Description with my supervisor and can perform the essential functions of the position. I have discussed any questions I may have had about this Job Description prior to signing this form.

Printed Employee Name _____

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____