Title: Inventory Control Specialist 2

Essential Function

Under general supervision from manager, maintain extensive department or college inventory; insure accurate entry of inventory data on computer records, coordinate equipment and property salvage and instruct personnel in inventory control procedures.

Characteristic Duties

1. Coordinate work schedules for receiving, inspecting, distributing and maintaining inventory of materials, supplies and equipment. Control equipment and fixed assets inventory and coordinate annual inventory data gathering process.

2. Implement policies and procedures on inventory control and salvage disposal, monitor receipt and disposition of surplus property and resolve problems involved with inventory of supplies.

3. Coordinate with supervisory on disposal of useless equipment, evaluate distribution and inventory systems and make recommendations for improvements.

4. Maintain computerized inventory record system; update systems; prepare report and recommend database/system changes as needed.

5. Perform related duties based on departmental need.

Unusual Working Conditions

• N/A

Minimum Qualifications

• High school diploma or GED equivalency and at least 18 months inventory control experience.