NEW AUG 0 . 1987

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Inventory Control Specialist 1	CODE: 64551C
	MAJOR AGENCIES: County Offices, Universities	JURISDICTION: Cnty., Univ.

FUNCTION: Under direct supervision from manager or higher-level supervisor, receives, inspects & records materials, supplies & equipment arriving in agency for distribution throughout central office & district offices, or district-wide or institution-wide, maintains accurate records of all incoming & outgoing equipment & supplies, schedules & prepares supplies & equipment for shipment or delivery & maintains perpetual inventory utilizing procedures of inventory control & salvage disposal;

PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	41-61	Receives, inspects & records new materials, supplies & equipment arriving in agency for distribution throughout central office & district offices, or district-wide or institution-wide, maintains accurate records of all incoming & outgoing equipment & supplies, schedules & prepares supplies & equipment for shipment or delivery to various facilities & maintains perpetual inventory of supplies, assists with loading & unloading; or receives input documents from state agencies relative to central office supply requisitions, checks for accuracy, verifying unit price & total cost, posts to sycor & verifies accuracy of posting; or controls & coordinates inventories for institution to include all assets, assigns asset numbers & tags all incoming & current capital assets, submits asset depreciation system input forms to central office on all asset additions, deletions & transfers & verifies accuracy of information on fixed asset ledger by conducting physical inventory, completes forms for administrative services on asset transactions, releases for abandoned property, requests for interchange & disposition of surplus property & continually utilizes procedures of inventory control & salvaged disposal.	Knowledge of (1) inventory control, (2) electronic data processing as applied to inventory control computer systems*, (3) agency policy & procedure & state regulations on inventory control & salvage & surplus disposal*, (4) public relations*; skill in (5) operation of calculator*; ability to (6) understand system of bookkeeping procedures, (7) calculate fractions, decimals & percentages, (8) maintain accurate records, (9) gather, collat & classify information about data, people or things, (10) cooperate with others on group projects, (11) demonstrate strength to lift 85 pounds.

(762)

123.1-777

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Ability to calculate fractions, decimals & percentages & to read & write common vocabulary plus: 3 courses in inventory control that would cover 3 of following areas: inventory management, production & inventory control forecasting, materials requirements planning, accounting systems &

TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	12-32	Travels to material & equipment locations & inspects conditions & prospects for further use, monitors receipts & disposition of surplus property, prepares interchange lists for transfer of equipment, removes obsolete or worn out equipment from inventory thru salvage disposal; develops & maintains new computerized inventory control system, establishes re-order points based on past usage history & modifies sycor program to reflect change & performs other minor program (e.g., adds &/or deletes inventory items, changes descriptions, calculates new unit costs); takes inventory of chosen areas on regular basis as means of monitoring asset movement; instructs & advises personnel on methods of reporting movement of assets & changes in space utilization within their respective area & coordinates & balances warehouse inventory.	Knowledge of 1, 2*, 3*, 4*; ability to 6, 7, 8, 9, 10.
3	14-24	Prepares necessary encumbering documents for utilities for residents & annex, keeps records of expenditures for utilities & prepares related reports, processes all purchase orders, requisitions, encumbrances & vouchers for supplies, equipment & contract services (e.g., beauty supply, laboratory, library, pharmacy, program services, magazines), maintains patient's cash ledger & prepares monthly recap sheet of patient accounts for chief clerk; computes costs, life expectancy of new & existing assets, evaluates equipment in district/branch offices & makes arrangements for any necessary salvage; contacts state agencies & private companies on disposing of surplus property & prepares reports for investment recovery on this activity; types replenishment requisitions for central office supply using established contracts or requesting direct bids; prepares statistical reports from inventory information stored on sycor; maintains files for requisitions & purchase orders & assists with budget preparation, invoicing & purchasing	Knowledge of 1, 2*, 3*; skill in 5*; ability to 6, 7, 8, 9, (12) prepare meaningful, concise & accurate reports.

(763) 123.1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* internal control, information systems & applications of data processing, information systems integrated with principles from management, systems theory & data processing to identify managerial information needs & develop systems to provide information (or 3 mos. exp.);	TRAINING & DEVELOPMENT:

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		of all supplies.	
4	3-13	Coordinates complete inventory of main supply areas twice yearly & annual inventory of all agency equipment; attends & participates in various material management seminars & related training sessions & meetings when schedules & performs variety of miscellaneous duties (e.g., maintain timekeeping records, maintains copy center & mail room answers phone calls).	Knowledge of 1, 2*, 3*, 4*; ability to 9.

(764)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* or equivalent.	TRAINING & DEVELOPMENT: