

SENIOR INVENTORY CONTROL ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This class involves responsibility for warehouse management and central receiving of equipment, supplies and materials including general office supplies, maintenance and computer supplies for a county department, local municipality or school district. In addition, the incumbent is responsible for the maintenance of a variety of records directly related to this task. The work is performed under the general supervision of a higher-level employee with leeway allowed for the exercise of independent judgement as defined by the department's purchasing policies and practices. Supervision may be exercised over lower level employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates internal and external central mail pickup and delivery;

Establishes and maintains a physical inventory of all equipment, supplies and materials;

Coordinates central receiving and distribution of equipment, supplies and materials;

Maintains stock control records and reports;

Coordinates purchase receipts and correlates records of such with purchasing;

Orders all supplies for central warehouse and all supplies kept in warehouse for distribution to other departments or schools within its jurisdiction;

Arranges for delivery of supplies, equipment and materials to appropriate locations;

Answers telephone and assists in the daily operation of the business office, including customer service;

Collects and compiles data and statistics relative to the operation of the central warehouse;

When employed by a school district, maintains district wide book rebinding orders;

When employed by a school district, may assist transportation in checking weather and road conditions;

When employed by a school district, may assist transportation in the duties and responsibilities pertaining to scheduling bus routes and administering bus safety policies and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of inventory record keeping and control; good knowledge of the basic arithmetic procedures involved in inventory record keeping and control; ability to prepare a variety of records and reports; ability to get along well and secure the

cooperation of, others; ability to understand and carry out oral and written directions; a high degree of accuracy; clerical aptitude; good judgment; thoroughness.

MINIMUM QUALIFICATIONS:

- A. Completion of thirty (30) semester credit hours of college level study and one (1) year of experience working in a central warehouse which included experience in receiving, storing and issuing supplies and/ or equipment or processing stock control records and reports; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working in a central warehouse which included experience in receiving, storing and issuing supplies and/ or equipment or processing stock control records and reports.

Special Requirement: When employed by a school district and assisting in transportation duties, incumbent must possess a valid New York State Driver's License appropriate for the class of vehicle being operated.

ULSTER COUNTY
6240 SR INV CTL
Classification: Competitive
Grade: 10
Union: CSEA

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