

## **INVENTORY CONTROL COORDINATOR TITLE SERIES DEFINITIONS**

### **I. DEFINITIONS**

#### **INVENTORY CONTROL COORDINATOR**

Positions allocated to this job title are at the objective level and work under general supervision. Positions in this job title are responsible for the daily operations of a stores, warehouse, or similar setting such as a store/canteen operation in a state operated institution. Positions in this job title are responsible for overseeing the daily inventory and supply levels, the shipping and receiving for the store or warehouse, utilizing computer systems and software, and budgeting. Positions allocated to this job title perform any combination of the following duties and responsibilities:

##### Supplies/Inventory

- Issue supplies
- Requisition, receive, issue and record transactions for supplies and equipment
- Coordinate physical inventory counts
- Estimate stock needs
- Purchase/Order supplies
- Organize inventory floor plan
- Determine proper quantity for reorder
- Utilize a just-in-time inventory system
- Receiving, storing, determining, and maintaining inventory levels
- Daily receipt, storage, maintenance, inventory, restocking and final disposition of designated inventory stored at the Records Center
- Act as primary contact with vendors to order supplies, solicit prices for competitive bidding, or expedite delivery of supplies

##### Shipping and Receiving

- Determine appropriate shipping method or schedule delivery of items
- Research shipping costs and timetables, obtain quotes, and select vendor
- Fill orders for shipment and pick-up
- Receive, inspect, and accept incoming items
- Arrange for proper storage of items
- Receive and distribute deliveries from various carriers (e.g., UPS, Fed EX, Spee Dee, Airborne/DHL)
- Prepare forms for damaged or lost goods
- Contact vendors to arrange for returns and/or replacement of merchandise
- Perform check-in operations of returning inventory by scanning labels with handheld electronic bar code scanner
- Audit invoices for accuracy and match with receiving reports

##### Computer Systems and Software

- Utilize automated inventory database/system
- Generate reports on a monthly, quarterly, or annual basis
- Utilize databases

- Update prices in computerized system
- Download inventory check-in, stocking and re-stocking data from bar code scanners into database

#### Budgeting

- Manage/Monitor cadet/inmate accounts
- Provide input into budget estimates
- Order supplies based on budget for division, unit, section, department
- Charge backs to departments or divisions
- Audit requisitions from departments for proper completion and account information

#### Other

- Maintain equipment
- Complete Hazmat sheets
- Maintain Material Safety Data Sheets (MSDS)
- Operate canteen
- Monitor inmate worker activities/Supervise students
- Operate a pallet jack and fork lift

### **INVENTORY CONTROL COORDINATOR – ADVANCED**

The Inventory Control Coordinator – Advanced has the following allocations:

- First allocation - Performing complex inventory control duties for a majority of time
- Second allocation - Leadworker

#### **First Allocation – Complex Duties**

In addition to the work performed at the Inventory Control Coordinator level, positions in this job title are responsible for performing additional complex inventory control duties for a majority of the time. Positions at this level may be the sole person for the operation. In addition, positions at this level may perform unique duties. Duties consist of:

#### Supplies/Inventory

- Review requests for new items and recommend products to be sold
- Research products, determine cost, and selling price
- Make personal contacts regarding items available for sale
- Write specifications for materials or supplies to be purchased

#### Computer Systems and Software

- Manage computerized inventory database/system
- Utilize internet for purchasing, shipping, and determining selling cost
- Post items for sale online

#### **Representative Positions:**

University of Wisconsin – Stevens Point: This position is responsible for coordinating the Surplus Property Office at the University of Wisconsin – Stevens Point, which includes market development; campus surplus property assessments, student staff employee selection and supervision, program development, development and maintenance of computer systems designed to maintain and improve operational efficiency.

University of Wisconsin – La Crosse: This position is responsible for the implementation of the computerized inventory database and receiving system of the Bookstore Operation. The position

participates in the coordination of the book, school, and shipping and receiving departments of a major University Bookstore. Additionally, this position is responsible for creating, maintaining and updating computerized inventory database, contact with vendors on selection and ordering of merchandise, contact with faculty concerning specific material requirements, supervision of student employees, determine retail pricing of merchandise, approve invoices for payment, and storing and stocking of merchandise.

**Second Allocation – Lead worker**

Positions functioning as leadworkers over two or more staff in the stores and warehouse operations area meet the definition of Inventory Control Coordinator – Advanced. Positions lead the work of Inventory Control Assistants and Inventory Control Coordinators.

**Leadworker:** An employee whose permanently assigned duties include training, assisting, guiding, instructing, assigning and reviewing the work of two or more permanent full-time equivalent classified employees in the employee's work unit as assigned and documented on the work unit's organization chart. Leadworkers do not have supervisory authority as defined under s. 111.81(19), Wis. Stats.

Leadworkers cannot "share" the responsibility of leading the work of employees. For example, if two leadworkers lead the work of one employee each and together jointly lead the work of one more employee, neither position will meet the definition of leadworker.

**II. QUALIFICATIONS**

The qualifications required for these positions will be determined at the time of recruitment.

**III. RELATED TITLES**

Inventory Control Associate, Purchasing Assistant.