CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1710 **TITLE:** INVENTORY MANAGER **GRADE:** S-21

DEFINITION:
Under direction, supervises multiple complex inventory operations; conducts and coordinates audits and provides recommendations for improvements; monitors and analyzes reports to support inventory operations; provides guidance, oversight and maintenance of a department's inventory and procurement system, i.e., CASPS; serves as a technical contract administrator; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:
The Inventory Manager is distinguishable from the Materials Management Supervisor in that it performs analytical work to ensure appropriate inventory for complex operations; and develops and recommends policy and procedures to govern the operations of a department to ensure compliance with purchasing regulations; whereas the Materials Management Supervisor supervises the operations of a warehouse and is responsible for a less complex inventory.

ILLUSTRATIVE DUTIES:
Manages a complex inventory and procurement system;
Prepares reports and analyzes inventory turnover;
Evaluates and established policies for resetting stocking parameters and identifying changes in inventory values;
Completes and analyzes fixed asset inventories;
Analyzes inventory budget and recommends annual budget estimates;
Approves and adjust inventory control settings to meet objectives;
Identifies parts, equipment and/or materials to be added or deleted to inventory system;
Inspects and analyzes questionable receipts;
Directs the investigation and reconciliation of inventory discrepancies;
Oversees the department's cycle counting program to include conducting spot checks, coordinating audits and recommending improvements to balance inventory;
Prepares and analyzes significant changes;
Administers the cataloging programs to include proper item identification, current contracted costs, and current source of supply;
Develops detailed specifications for goods and services that meet department needs;
Establishes and maintains working relationships with suppliers/vendors;
Interviews vendors and reviews contracts and catalogs to identify sources;
Develops specifications and statements of work;
Assists with the development of Information for Bids (IFBs) and Requests for Proposals (RFPs);
Reviews and evaluates bids/proposals;
Assists with develop contract award recommendation.
Serves as Department Property Manager for accountable equipment;
Performs relevant research and analysis;

Researches and evaluates vendor performance;
Trains property managers and warehouse staff in proper inventory management procedures;
Develops procedures and guidance for inventory management, purchasing and accounts payable,
Prepares feasibility and cost studies; i.e., repair, buy or lease purchase studies.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of purchasing and supply principles, laws, methods and procedures;
Knowledge of sources of supply, commodity of the kinds of materials, supplies and equipment generally used by the County;
Working knowledge of accounting practices as applied to procurement activities;
Ability to develop and maintain effective relationships with staff members, vendors and the general public;
Ability to plan and supervise the work of a staff;
Ability to prepare clear and concise reports;
Ability to speak and write effectively.

CURRENT INVENTORY MANAGEMENT SUPV. EMPLOYMENT STANDARDS:
Any combination of education, experience and training equivalent to the following: Graduation from an accredited four-year college or university with major course work and three years of experience in a centralized supply and purchasing program.

RETITLED: February 14, 2011
REFORMATTED/REVISED: December 3, 2007