

CITY OF  
SIMI VALLEY

**INVENTORY SUPPORT SPECIALIST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under direction, oversees and participates in the use of the Department's Inventory Management System (IMS); monitors inventory and coordinates purchasing activities; ensures compliance with regulations, serves as a liaison for external auditors, and coordinates internal inventory audits; orders, receives, stores, issues, controls, and maintains an adequate inventory of materials, parts, tools, supplies used in the maintenance and repair of the City's street, landscape, fleet maintenance and/or utilities sections; labels items for tracking purposes, monitors disbursement of goods, and performs related duties as assigned.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversee and participate in the use of the Department's Inventory Management System; evaluate and monitor inventory control of multiple stock site locations, research and identify issues, and make recommendations to ensure sufficient supply of materials.
2. Order, receive, and maintain materials, parts, and tools used in the maintenance and repair of equipment.
3. Coordinate purchasing activities; allocate accounts and cost center assignments; apply cost controls and conduct quality assurance by obtaining purchasing quotes, researching product and quality data, and monitoring quality of current vendor products.
4. Participate in the bidding process for services, equipment, and supplies; monitor vendor contracts.
5. Follow and ensure the use of proper purchasing procedures.
6. Oversee the receipt of incoming orders, which includes the verification of accuracy, quantities, and distribution, coordinate returns and exchanges; and maintain contact with vendors.
7. Follow up on orders and back orders.
8. Issue and distribute materials, supplies, parts, and tools; and determine the availability of parts and supplies.
9. Maintain inventory records and prepare monthly, quarterly, and yearly reports as necessary.
10. Oversee the storage of inventory; and keep track of unused, slow moving, and excess stock.
11. Participate in the Division's budget development process; recommend necessary budget funds for the purchase of equipment, parts, materials, and supplies.
12. Coordinate the City's annual inventory audit.
13. Develop and maintain procedures and guidelines to maintain inventory system.

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**Inventory Support Technician *Continued***

14. Utilize various computer programs and software applications; resolve computer issues; create and maintain databases to monitor, track, and generate data and reports.
15. Label parts for tracking purposes and enter information into computer.
16. Perform a variety of general clerical duties including data entry and maintaining files and records.
17. Attend and participate in staff group meetings as required.
18. Maintain storage areas in a clean and orderly condition; and ensure security of storage areas.
19. Confer with assigned sections to meet needs for inventory, equipment, and emergency items.
20. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Inventory practices.  
Purchase order system and procedures.  
Inventory Management Systems.  
Materials, supplies, and tools related to assigned area.  
Basic principles of business letter writing and basic report preparation.  
Basic principles of budget preparation and control.  
Principles and practices of stock and inventory control; and receiving, storing and issuing of parts and materials.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Principles and procedures of record keeping and reporting.  
Occupational hazards and standard safety practices and procedures.  
Basic mathematical principals.  
English usage, spelling, grammar and punctuation.

**Ability to:**

Maintain, analyze, evaluate and account for inventory.  
Maintain adequate stock levels.  
Organize, stock, and issue supplies.  
Utilize an Inventory Management System.  
Respond to requests and inquiries.  
Perform heavy manual labor.  
Prepare and process purchase orders.  
Maintain a variety of records and files.  
Operate a forklift.  
Operate office equipment including computers and supporting software.  
Adapt to changing technologies and learn functionality of new equipment and systems.  
Prepare clear and concise reports.  
Perform data entry at a speed necessary for successful job performance.  
Work under pressure regarding time constraints and critical need of equipment.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

Comply with standard safety rules and practices.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade.

**Experience:**

Two years of increasingly responsible warehouse, inventory, clerical, or accounting experience.

**License or Certificate:**

Possession of, or ability to obtain, a valid California Class C driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office and storage area setting.

**Physical:** Sufficient physical ability to perform moderate to heavy lifting; standing for prolonged periods of time; extensive walking, recurring bending, crouching, stooping, stretching, reaching or similar activities; and operating motorized equipment.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: July 2007

Revised: July 2016