

# **SNOHOMISH COUNTY CLASS SPECIFICATION**

## **INVENTORY COORDINATOR**

Spec No. 6071

### **BASIC FUNCTION**

To provide inventory control by editing input, training storekeepers, overseeing physical inventories, scheduling, writing procedures, and making recommendations regarding security of inventories, and the process used to purchase, and issue inventory items.

### **STATEMENT OF DUTIES**

1. Enters accounting related data in Fleet Management Systems (FMS); sets up and maintains automated system files and filing systems; retrieves information from files or computer system; proofs and corrects work entered by others or system generated; purges files of obsolete or incorrect information.
2. Assists employees of other departments, vendors, auditors and examiners by answering questions, explaining procedures, policies and schedules; locates information from county records and provides it to authorized personnel as appropriate.
3. Maintains inventory records; audits user entered purchases and withdrawals to FMS computer systems; recommends purchase quantities based on usage.
4. Compares inventory records with actual inventory by conducting, or providing oversight, of periodic physical inventories; determines, corrects and reports discrepancies as necessary.
5. Prepares inventory purchase, withdrawal and turnover reports.
6. Edits fuel input by users and directs them to make necessary corrections; reviews and posts user created journals.
7. Trains new storekeepers in the use of the FMS computer system as needed; monitors input to assure compliance with system requirements.
8. Makes recommendations on changes in inventory practices, schedules, and reporting.
9. Performs related duties as required.

### **MINIMUM QUALIFICATIONS**

An Associate of Arts degree in accounting, business administration, or a related field; OR, three (3) years of inventory control experience; OR, any equivalent combination of training and/or experience which provides the required knowledge and abilities. Must pass job related tests.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

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### KNOWLEDGE AND ABILITIES

Knowledge of:

- the inventory process;
- general accounting methods, forms and techniques;
- data entry procedures;
- Fleet Management computer system;
- standard office practices and procedures;
- basic mathematical calculations.

Ability to:

- effectively train and coordinate the work of subordinate level employees;
- participate in the development of inventory control data processing systems;
- locate and correct coding and mathematical errors;
- clearly explain policies, procedures and schedules;
- work rapidly and accurately with names, numbers and codes;
- concentrate on accuracy of details;
- maintain confidentiality of working information;
- exercise judgment as to when to act independently and when to refer situations to higher authority;
- follow oral and written instructions;
- meet deadlines and cope with interruptions;
- maintain necessary records and prepare required reports;
- communicate effectively both orally and in writing;
- establish and maintain effective work relationships with superiors, associates, and the general public;
- operate standard office equipment.

### SUPERVISION

Employees receive general supervision from an administrative superior as assigned. Assignments are made indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee carries out on his/her own initiative and receives additional, specific instructions for new or unusual assignments. Work may be spot-checked to ensure timely completion and accuracy.

### WORKING CONDITIONS

The work is performed in the usual office environment with field trips to locations to attend meetings, make site visits or coordinate work activities.

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Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 1991 Spec No. 740805

Revised and Retitled:

EEO Category: 6 – Administrative Support

Pay Grade: 312 – Clerical Pay Plan

Workers Comp: 5306 Non-Hazardous