



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## INVENTORY CONTROL TEAM MANAGER

<b>Group-Section:</b> Business Technology Group - Business Services Section	<b>FLSA Status:</b> Exempt <b>Bargaining Unit:</b> MAPA	<b>Salary Grade:</b> 056 <b>Job #:</b> TM029
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### JOB SUMMARY

Responsible for developing and maintaining procedures for managing the warehouse inventory at multiple locations, all Metropolitan fixed and controlled assets and investment recovery of property. Areas of responsibility include inventory management, cyclical counting of inventory and fixed assets; inventory replenishment; development of operating procedures; and disposition of surplus property.

### OVERSIGHT

**Oversight Received:** Receives direction from the Contracting Services Unit Manager.

**Oversight Given:** Manages and supervises a staff of professionals, paraprofessionals, and administrative support.

### JOB DUTIES

1. Oversees the development, processing, and administration of district-wide inventory replenishment contracts. Oversees developing contract items; creating requisitions for bids, renewal, extensions, and additional funds; and monitoring contracts for expenditures.
2. Coordinates Metropolitan warehouse inventory reconciliation through cycle counting.
3. Performs regular inspection of warehouses; and coordinates the development of efficient warehouse management processes and procedures.
4. Conducts periodic assessments of inventory management and warehousing and makes recommendations to improve cost efficiency and effectiveness; and stays current with changing technologies and external business practices and considers their possible use at Metropolitan.
5. Oversees the disposition of surplus property.
6. Oversees the receipt, placement and disposition of Metropolitan's fixed and controlled assets.
7. Provides input on the development and revision of related Metropolitan policies.
8. Responds to findings from audits and initiates corrective actions.
9. Supervises staff including selection, assignment and monitoring of work, coaching, counseling, and performance assessment; assesses employees' competencies and develops training plans.

10. Develops the team goals, long and intermediate term strategies, priorities, and all reengineering efforts; develops a business plan that ensures the accomplishment of the team goals; tracks team goals and objectives; analyzes team activities and prepares reports; develops and monitors team budget; evaluates resource needs and prepares staffing and consulting requests; and reviews and approves time, reimbursement requests, and purchases.
11. Writes and directs the preparation of a variety of reports and makes presentations for management, committees, or other interested or involved parties.
12. Develops methods and operating procedures and communicates to appropriate Metropolitan staff; and reviews and makes recommendations regarding the development of quality assurance and quality control procedures.
13. Performs other duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or general education development test and fourteen years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an associate's degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or a bachelor's degree from an accredited college or university and eight years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity; or an advanced degree from an accredited college or university and six years of increasingly responsible relevant experience, of which two years must have been in a project management, supervisory, or lead capacity.

**Required Knowledge of:** Inventory control and automated inventory systems; warehouse management; supply chain theory and practice; basic principles of contracting and procurement; asset management; surplus property disposal techniques; management and supervisory concepts and techniques; budgetary practice, concepts, and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging technologies of inventory management procedures.

**Required Skills and Abilities to:** \_Manage a diverse work force; plan, organize, and review the work of team members; encourage and facilitate cooperation; mentor, develop, and motivate staff; develop team goals and priorities; exercise judgment and discretion; provide strong customer service; effectively analyze issues and problems; communicate orally and in writing on administrative and technical topics; establish and maintain collaborative working relationships with all levels within the organization, consultants, contractors, and vendors; use standard business and inventory management applications; and develop effective organization-wide inventory management and warehousing programs.

## **CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS**

### **Certificates**

- None

### **Licenses**

- Valid California Class C Driver License

### **Registrations**

- None

## **DESIRABLE QUALIFICATIONS**

Knowledge of Oracle inventory management system.

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered 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 functions.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated. May travel to various sites requiring overnight stay.

**Vision Requirements:** No special vision requirements

Job Title: Inventory Control Team Manager

Job Code: TM029

Adopted: 04/07/05

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