

**MAJOR FUNCTION**

This is an advanced highly responsible professional, supervisory and administrative position that involves inventory analysis, management, oversight, and logistics at the Electric Utility's main Utility Supply Center (USC). The incumbent exercises independence in achieving results through the oversight, supervision, and direction of staff and resources dedicated to the establishment, monitoring, counting, and maintenance of the electric system inventory assets and the facility they are stored in. The incumbent participates in the assessment, development, and implementation of inventory and other stock levels by working through various committees and with other key management staff. Work is performed with considerable independence under the general direction of the Administrative Services Manager. Work is reviewed through conferences, reports, observations, and by results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, and directs activities and operations of warehousing, standard material purchasing, and inventory control and supervises associated personnel. Coordinates development, implementation, and use of the computerized inventory control system (PeopleSoft). Manages and oversees the training for all USC personnel including, but not limited to, all safety and other required training. Develops or oversees development of the training materials and modules by subject matter experts as necessary. Manages daily operation of the USC to insure efficient operations and maintain control and meet audit requirements of the City. Takes corrective actions as needed. Trains and instructs USC staff and subordinates, as well as user staff of other departments, on operation of the inventory control and management processes, including the impact of standard or specification changes for materials. Coordinates with the Power Delivery standards committee, Electric Utility management, and other essential personnel, as needed, to establish appropriate minimum reorder points, economic order quantities, and material requirements forecasts. Provides inventory and supply chain process and procedure changes as required. Works to choose, develop and oversee relationships with long-term strategic suppliers with goal of reducing total costs, assuring continuity of supply, increasing efficiencies and being on forefront of new products and technologies. Identifies risk in the utility's supply chain and works to eliminate, mitigate and/or reduce risk as circumstances allow. Prepares, submits and monitors long and short-range plans for the division. Recommends selection, promotion, discharge, and other appropriate personnel actions. Performs timely, fair and non-discriminatory evaluation of performance of assigned employees. Initiates or recommends discipline of employees in accordance with applicable City Policies. Attends work on a continuous and regular basis.

**Other Important Duties**

Provides input as needed on materials standards and specifications. Compiles data and prepares statistical reports on warehouse activity. Will be required to respond under emergency conditions. Performs other related duties as assigned.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of warehousing and inventory control methods, purchasing policy and procedures, supply chain operations, safety precautions, and procedures used in receipt, storage, handling, and control of merchandise. Thorough knowledge of storekeeping records and procedures and ability to modify and maintain established inventory and stock control records. Considerable knowledge and skill in methods used to train warehouse employees and instill awareness of need for security and correct transactions. Considerable knowledge in Power Delivery practices and designs including the materials utilized and how they are utilized. Knowledge of computers and relevant

software. Knowledge of governmental budget procedures. Ability to communicate effectively, both orally and in writing. Ability to plan, assign, supervise, and evaluate work of subordinate personnel. Strong interpersonal skills as demonstrated by the ability to interact collaboratively and productively and to establish and maintain effective working relationships with individuals of diverse backgrounds. Ability to establish and maintain effective working relationships. Ability to work and provide leadership extended hours during emergency events. Ability to multi-task.

Minimum Training and Experience

Possession of a bachelor degree in industrial engineering, supply chain management, finance or business administration and four (4) years of experience in warehouse operations, purchasing, supply chain operations or inventory control, including two (2) years of supervisory experience in the area of materials management; or

Possession of an associate degree in industrial engineering, supply chain management, finance or business administration, and six (6) years of experience in warehouse operations, purchasing, supply chain operations or inventory control, including two (2) years of supervisory experience in the area of materials management; or

Possession of a high school diploma or an equivalent recognized certificate and eight (8) years of work experience in warehouse operations, purchasing, supply chain operations or inventory control or eight (8) years of electric utility experience that includes overhead and underground line experience. Three (3) years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-31-18