



JOB DESCRIPTION

POSITION TITLE:	Inventory Control Specialist	REPORTS TO:	Procurement Specialist
DEPARTMENT/DIVISION:	Procurement	FLSA STATUS:	Non-Exempt
DATE:	April 25, 2024	EMPLOYMENT STATUS:	Full-Time

Position Summary

Responsible for overseeing all housing authority inventory. Assists the Procurement Specialist with the inflows and outflows and tracking all inventory and assist with general procurement. The employee will generate and maintain reports and responsible for performance that positively contributes to the Agency receiving satisfactory ratings in HUD Agency performance evaluation systems.

Responsibilities

The duties listed below illustrate the various types of work that may be performed. The omission of specific statements regarding duties does not exclude them from the position if the work is similar, related, or a logical assignment in association with this position. Undertakes and performs the following and all other work-related duties as assigned.

1. Assists the Procurement Specialist in ordering, receiving and distributing supplies and equipment
2. Ensures all items in the maintenance warehouse are appropriately received, inventoried and stored
3. Responsible for keeping the warehouse clean and organized
4. Assists in storing materials and supplies in warehouse, monitoring inventory, and issuing to Agency employees as needed.
5. Maintains records pertaining to items purchased, costs, delivery, product performance, and inventories.
6. Conducts physical inventory count, at least annually of all materials, supplies, tools, equipment, and fixed assets; conducts interim spot check inventory counts as needed to maintain an accurate inventory system.
7. Responsible for all appliances in housing authority apartments being inventoried, including information on age, type, condition and location.
8. Responsible for inventory in all offices and community rooms
9. Works directly with management to bring them up to date regarding stock inflow and outflow
10. Compile inventory information and present it to management for effective decision making, which may include the need for restocking
11. Review balance of inventory and count items in stock
12. Evaluates the selection and shipping process and work to improve efficiency
13. As assigned, oversees the creation of procurement activities for outside contract work, ensuring competitive bids are received and reviewed for adherence to budget, procedural, and technical requirements.

14. Responsible for evaluating assigned contract files for compliance with HUD regulations and preparing appropriate forms, letters, and documents accordingly.
15. Become familiar with housing authority software system and inventory control software
16. Be well versed with computers and Microsoft programs

Education and Experience

Preferred Bachelor's degree in business, administration, or related field with one (1) year of experience in data management, inventory control, or closely related field or an equivalent combination of education and experience resulting in the ability to fulfill the essential job duties of the position.

The following Certifications must be obtained within one (1) year of employment or other allowable period of hire as authorized by the Executive Director or his/her designee:

- Procurement and Contract Management
- Fair Housing

Knowledge and Skills

1. Must become thoroughly knowledgeable in all areas of Federal, State, and local procurement rules and regulations; State Public Bidding Statutes as applicable, HUD's Annual Contributions Contract (ACC) and HUD Procurement Handbook.
2. General knowledge of the principles of fiscal and budget management as applied to the procurement process and site budgets.
3. Knowledge of program requirements and needs sufficient to aid in procurement and inventory planning
4. Ability to research and apply laws, regulations, and policies.
5. High level of communication skills.
6. Computer skills (Excel, Word), office machines, including calculator.
7. Ability to read and understand financial reports and legal documents.
8. Must be skillfull in problem solving, troubleshooting, formulation, reasoning, analyzing and proofreading.
9. Must have excellent organizational skills and be very detailed oriented
10. Ability to establish and maintain effective, professional, and tactful working relationships with co-workers and persons outside the Agency.

Supervision Controls

The employee receives directions from the Procurement Specialist, Assistant Director, Finance Director and Executive Director. Courses of action, deadlines and priorities are established by policy, procedure, rule, regulation or the Executive Director, depending upon the assignment. Normal duty assignments are performed by the employee based on his/her

own judgment. The employee has no supervisory responsibility.

Guidelines

Guidelines include established federal regulations, policies and procedures, traditional practices, reference materials such as dictionaries, desk manuals, handbooks, and the Internet. If guidelines do not cover a situation, the employee consults their immediate supervisor. Sound judgment, consistency and accuracy are needed to successfully perform duties.

Complexity

This position performs a wide variety of routine and non-routine tasks in the overall performance of essential job functions. The employee must coordinate costs, resources, timing, contracting requirements, and working relationships throughout the overall process. A thorough knowledge of general Agency and procurement issues is required to successfully achieve Agency objectives.

Scope and Effect

The employee's work primarily impacts all Agency departments and their access to needed supplies and/or services and funding. Successful accomplishment of duties, obtaining high quality supplies and services at reasonable cost, and ensuring procurement is conducted in a fair and impartial manner contributes to smooth operations of all affected departments, sites, and projects, and the overall ability of the Agency to provide better housing for low-income families in the community.

Personal Contacts

The employee has contact with a broad range of individuals including co-workers, and business professionals such as contractors, consultants and other business firms. Personal contacts serve multiple purposes including giving or exchanging information, making decisions, providing services, decision making, resolving problems, and negotiation.

Physical Requirements

The physical demands described here 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 functions.

1. Work is principally sedentary, but may involve some physical exertion, such as lifting to obtain files, records, boxes, supplies, inventory, equipment, tools and eye strain from working with computers and other office equipment.
2. Must be able to sit or stand for up to eight (8) hours at a time while performing work duties.
3. Must be able to lift at least 50 lbs when unloading, storing, and placing boxes, equipment and inventory.
4. Must be able to use fingers bilaterally and unilaterally to operate job-related equipment.
5. Must have vision and hearing corrected to be able to perform essential job functions.
6. Must be able to perform essential job functions in an environment that will sometimes include increased levels of work-related stress.
7. Must maintain a professional appearance and portray a positive image for the Agency.
8. Must maintain punctuality and attendance as scheduled.

9. An employee may request reasonable accommodation to mitigate any of the physical requirements listed above.

Medicinal and Recreational Marijuana

Marijuana is a Schedule I controlled substance and is illegal under federal law. The Agency observes the common rule of the **Federal Marijuana Law of the Controlled Substances Act (CSA)** (21 U.S.C. § 811), which does not recognize the difference between medical and recreational use of marijuana and has established the required Drug Free Workplace Policy. Employees are **NOT** permitted to use or possess **any form** of marijuana for medical or recreational purposes. Any applicant for employment who tests positive for marijuana during a pre-employment drug screening shall be ineligible for employment with the Agency. Any applicant for employment who advises the Agency that he/she uses **any form** of marijuana will be ineligible for employment. The Agency is unable to grant a request for reasonable accommodation to use marijuana under any circumstance.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves the normal risks or discomfort associated with an office environment and is usually in an area that is adequately cooled, heated, lighted and ventilated. Some portions of this job may require working in hot areas in the warehouse or outside in the summer heat.

Other Requirements

1. Must possess a valid driver's license and maintain a good driving record.
2. Must be available for occasional overnight travel for training.
3. Must pass employment drug screening and criminal background check.
4. Must work with the highest degree of confidentiality.

Read and Acknowledge

The Eufaula Housing Authority is an Equal Opportunity Employer. This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed. The duties herein are representative of the essential functions of this job. This job description reflects management's assignment of functions; however, it does not prescribe or restrict tasks that may be assigned. Nothing in this document restricts management's right to assign or reassign duties and responsibilities at any time. The qualifications listed above are guidelines, other combinations of education and experience that could provide the necessary knowledge, skills, and abilities to perform the job may be considered at the discretion of the Executive Director.

Employment with the Eufaula Housing Authority is on an "at-will" basis. Nothing in this document is intended to create an employment contract, implied or otherwise, and does not constitute a promise of continued employment.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify



EUFAULA HOUSING AUTHORITY

and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

READ AND ACKNOWLEDGED

EMPLOYEE NAME:
(printed)

EMPLOYEE SIGNATURE

DATE

AUTHORIZED AGENCY
REPRESENTATIVE SIGNATURE

DATE