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| TITLE: <u>Inventory Controller</u> | SALARY SCHEDULE: <u>Staff</u> | CLASS CODE: <u>SA457</u> |
| UNION: <u>Staff Association - Local 2071, U.A.W.</u> | SALARY GRADE: <u>6</u> | EEO CODE: <u>40</u> |
| | FLSA: <u>Non-Exempt</u> | E- CLASS: <u>SA</u> |

POSITION PURPOSE

Conduct, record and report physical inventory of University and government owned and/or rented movable personal property to ensure compliance with established State and federal regulations.

ESSENTIAL JOB FUNCTIONS

- Conduct, record and report physical inventory of University and government owned and rented property. Maintain inventory of all rental equipment. Prepare and send asset inventory transmittal forms University-wide to ensure newly purchased equipment and furnishing are properly tagged and inventoried.
- Receive, process and input coding forms into the computerized Asset Inventory Management System (AIMS). Monitor and update on-line data; delete, add and transfer data pertaining to inventory record. Maintain on-line billing and accounting records to initiate billings for equipment services, vendor payment and general analysis.
- Monitor and maintain the surplus property warehouse. Determine price, sale and distribution of surplus furniture. Monitor resale and storage of surplus equipment and furnishings; maintain records for sold and stolen property; issue maintenance contracts for leasing departments.
- Compile data and maintain statistics on department operational activities. Prepare special activity reports, i.e. monthly capitalization report for internal accounting purpose and government regulations.
- Provide functional supervision to a small number (1-3) of student and part-time support personnel. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Operate computer terminal, standard office equipment and machines. Receive and answer routine inquiries regarding departmental operations; refer non-routine questions to appropriate personnel. Perform general office functions, e.g. prepare correspondence; maintain files; order departmental supplies and receive and distribute mail.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to conduct physical inventory of all University and government owned and rented property. Work activities include tagging moveable assets having a dollar value of \$200 or more, maintaining an on-line inventory record via the Asset Inventory Management System and preparing various statistical reports (e.g. capitalization reports) for internal accounting purposes and external government compliance. In addition, the incumbent may be expected to monitor and maintain Equipment Rental Pool sales and distribution. Functional supervision is exercised over a small number (1-3) of student and part-time temporary support personnel. This classification is generally located in the Department of General Services in the Division of Business Operations. This classification reports to and receives work direction from a supervisor level position.

MINIMUM QUALIFICATIONS

- High school graduate or an equivalent combination of education and/or experience.
- Strong organizational skills; keen attention to detail.
- Some supervisory experience.
- Ability to use computer terminal; light typing with emphasis on accuracy; data entry skills.
- Ability to communicate effectively with others.
- Some knowledge of and experience with general office functions.
- Some knowledge of University policies and procedures.
- Some inventory control experience preferred.
- Possession and maintenance of a valid Michigan vehicle operator's license.
- Typically, incumbents have held positions as an entry level Materials Controller or Supplies Clerk.