

# DPW INVENTORY & PURCHASING MANAGER

Recruitment #2002-4898-001

<b>List Type</b>	Original
<b>Requesting Department</b>	DPW - ADMINISTRATION
<b>Open Date</b>	3/10/2020 4:05:00 PM
<b>Filing Deadline</b>	3/31/2020 11:59:00 PM
<b>HR Analyst</b>	Deidre Steward

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## INTRODUCTION

*Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities, and great restaurants.*

## PURPOSE

The Inventory and Purchasing Manager manages and monitors the inventory of the Department of Public Works, inventory facilities, and all matters related to the Department's Inventory Control Program.

## ESSENTIAL FUNCTIONS

- Conduct daily review of inventory transactions, inventory purchase orders and receipt activity for accuracy, and budget checks and approves the inventory for posting to the ledger.
- Prepare monthly inventory value and cycle count activity reports and reconciliation report of inventory module value to the actuals ledger value for all departmental warehouses.
- Review cycle count paperwork for compliance with departmental inventory policy and prepare and submit reports regarding review findings to appropriate management staff.

- Prepare annual year-end inventory value, volume, and variance reports.
- Monitor departmental inventory facility access and security.
- Review overnight warehouse access activity at non-fleet warehouses; semi-annually coordinate a review of facility physical security to ensure needed repairs are addressed in a timely manner, and request inventory access lists to be updated annually.
- Monitor inventory activity for compliance to departmental inventory policy.
- Report breaches of policy to appropriate departmental management and periodically review policy, recommending changes as appropriate.
- Maintain the City's Financial Management Information System (FMIS) inventory module item master and other system control records by, adding, changing and inactivating such records as needed, including annual update of system Transaction Accounting Rules.
- Lead FMIS Inventory Module functional system bundle patch, upgrade and system testing as Information Technology Management Division (ITMD) requires.
- Serve as departmental liaison to other City departments in all matters related to inventory and inventory purchasing.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

## MINIMUM REQUIREMENTS

1. Bachelor's degree in public administration or business administration from an accredited college or university.
2. Five years of progressively responsible experience in inventory management and budgeting.

**Equivalent combinations of education and experience may also be considered.**

**IMPORTANT NOTE:** College transcripts are required and must be received by the application period closing date. Transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student/unofficial copies are acceptable; however, your transcript must be legible and include your college/university name, your name, the degree completed (if applicable) and the date completed.

## DESIRABLE QUALIFICATIONS

- Master's degree in a related field as described above.

- Experience in public sector budgeting, finance, accounting or auditing.

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of inventory management concepts and best practices.
- Ability to utilize financial software for reconciliation and reporting of inventory accounts.
- Knowledge of mathematics related to finance and the ability to consistently make accurate financial calculations and projections.
- Knowledge of business administration concepts.
- Ability to analyze processes and recommend process changes to improve efficiency and effectiveness.
- Strong analytical, research, and project participation skills.
- Ability to utilize standard computer software and programs such as word processing, spreadsheet and databases to create documents and prepare reports.
- Data entry and computer skills to accurately enter, code, and track inventory procedures.
- Ability to effectively present information and respond to questions from groups of managers, staff and the general public.
- Ability to learn and utilize PeopleSoft's Financial Management Information System (FMIS).
- Ability to convey thoughts clearly, concisely and accurately, both inside and outside the organization.
- Ability to work cooperatively, effectively and fairly with coworkers and citizens whose backgrounds may differ from one's own.
- Organizational skills and the ability to multitask to accomplish work efficiently and within deadlines.
- Ability to work under pressure and handle multiple and changing priorities.
- Ability to build and maintain good working relationships with a multi-cultural, multi-disciplinary staff, the public, various City of Milwaukee Officials and other agencies.
- Attention to detail to ensure accuracy for transactions, purchase orders, and receipt activity.
- Ability to maintain confidentiality; demonstrate honesty, ethical behavior; and use sound judgment.
- Highly motivated, self-directed and well organized.

## CURRENT SALARY

The current salary range (1EX) \$58,462-\$81,844 and the resident incentive salary range for City of Milwaukee residents is \$60,216-\$84,300. *Appointment above the minimum is possible based upon level of experience and other qualifications and is subject to approval.*

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

## SELECTION PROCESS

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **Tuesday, March 31, 2020**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

## ADDITIONAL INFORMATION

- APPLICATIONS and further information may be accessed by visiting, <http://city.milwaukee.gov/jobs>.

- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202