

# INVENTORY ASSISTANT IV

Recruitment #1803-0273DC-001

<b>List Type</b>	Transfer/Promotional
<b>Requesting Department</b>	DPW-INFRASTRUCTURE-ST/BRIDGES
<b>Open Date</b>	3/27/2018 08:30:00 AM
<b>Filing Deadline</b>	4/17/2018 11:59:00 PM
<b>HR Analyst</b>	Nola Nelson

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## INTRODUCTION

**\*\* THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY \*\***

## PURPOSE

Under the direction of the Inventory Manager, the Inventory Services Manager and the Inventory Assistant V, the Inventory Assistant IV leads and directs the work duties of the Inventory Assistant IIs, City Laborers and light duty personnel assigned to the stores operation's area. The incumbent in this position is responsible for monitoring and maintaining stores stocking levels and arranging the procurement of new or replacement materials and services.

## ESSENTIAL FUNCTIONS

- Lead, direct, and prioritize the daily work activities of the Inventory Assistant IIs, City Laborers, temporary transitional duty personnel, and other personnel assigned to the stores operation's area in order to meet department priorities.
- Balance the needs of inventory stores customers while providing prompt disbursement, receipt and storage of materials, and accurate and prompt processing of associated paperwork and computer transactions.
- Assist with inventory cycle counts, ensure the accuracy of these counts, and arrange for corrective actions as required.
- Prepare and process paperwork to order and disburse materials, process payments of invoices, and process purchase orders.

- Procure materials, equipment, and supplies using all purchasing methods available, including requisition, commodity service release, service order, ProCard, and any other tools available.
- Process requisitions for stock and non-stock material, service orders, or ProCard purchases.
- Verify tabulation reports for daily transactions; arrange for corrective action of errors.
- Keep logs.
- Enter data into Peoplesoft/Oracle.
- Produce requisitions to order stock and non-stock material; post requisitions and receipts.
- Maintain adequate levels of inventory at all warehouses.
- Authorize payments of invoices for purchase orders, service orders, and other types of purchases; match invoices with delivery tickets; and verify all paperwork for accuracy.
- Maintain and process purchase orders; expedite delivery.
- Monitor contract orders for expiration dates and expenditures.
- Coordinate and conduct daily inventory counts and cycle counts to ensure accuracy of master/physical inventory counts; look for cause and effect of inventory variances; and arrange for corrective action as required.
- Supervise and assist in the physical receipt, disbursement, and storage of materials and supplies; check materials against packing slips and purchase orders, and arrange for acceptance or rejection and ensure that materials are stored, secured, and coded properly; arrange for shipments and returns as needed.
- Supervise and assist in the unloading of new materials from trucks (using the forklift or skid loader as needed), transport material within or to stockrooms, storage areas, or fabrication shops.
- Assist Inventory Managers and leadership staff in the maintenance and cleaning of inventory stores areas, stockrooms, yards, and storage area buildings.
- Process phone orders, dispatch field crews, arrange delivery, and maintain records for in-house fabrications and repairs.
- Operate equipment necessary in inventory stores management such as office equipment, pallet jacks, forklifts, and skid steers.

*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.*

- Must be available for emergency assignments, which may occur outside of normal working hours.
- Ability to lift and carry up to 50 pounds of equipment or materials unassisted and more with assistance.
- Ability to stand for long periods of time up to eight hours per day.
- Ability to work outside in variable weather conditions.

## MINIMUM REQUIREMENTS

1. Regular status as City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
2. Five years of experience in storekeeping, including at least two years of experience in the Inventory Assistant II or Inventory Control Assistant II title or higher.

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

3. Valid driver's license at time of appointment and throughout employment.
4. Attainment of forklift operations certification within one month of appointment.

NOTE: To receive credit for college, college transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. The transcript must be legible and include your name, the school name, classes with credits received, degree awarded, and date awarded (if applicable).

## KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Knowledge of storekeeping, warehousing and inventory control, and purchasing procedures.
- Knowledge of general construction materials and methods.
- Knowledge of bar coding technology.
- Data entry and computer skills to accurately enter, code, and track inventory and purchases.
- Ability to read and interpret forms, blueprints, and policies and procedures.
- Interpersonal and customer service skills to positively interact and effectively communicate with diverse staff at all levels of the organization and the general public, vendors, and contractors.
- Ability to work cooperatively, effectively, and fairly with coworkers and citizens whose backgrounds may differ from one's own.

- Ability to lead, direct, and prioritize the activities of others in performing storekeeping activities and maintaining inventory control.
- Attention to detail to ensure accurate receipt, storing, and distribution of materials.
- Problem solving skills to find solutions to unique situations that may occur in the area of storekeeping and inventory control.
- Organizational skills and the ability to multitask to accomplish work efficiently and within deadlines.

## CURRENT SALARY

The current salary range (Pay Range 6JN) for City of Milwaukee residents is \$39,566-\$44,546 annually, and the non-resident salary range is \$38,595-\$43,453. *Appointment will be made in accordance with the provisions of the salary ordinance.*

## SELECTION PROCESS

THE SELECTION PROCESS will be job related and will consist of one or more of the following: an evaluation of related education, experience and accomplishments, written tests, interview, or other assessment methods. The Department of Employee Relations and the Department of Public Works reserve the right to call only the most qualified candidates to oral exams, performance tests or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

*NOTE: Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current non-probationary City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process will be considered. Individuals with exempt, provisional, temporary or emergency appointments are not eligible for transfer/promotional opportunities.*

## ADDITIONAL INFORMATION

### APPLICATION PROCEDURE:

- Applications can be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- Applications and transcripts should be submitted no later than the deadline listed above.
- 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 in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

## CONCLUSION

EEO = 604

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*

**Click on a link below to apply for this position:**

**Fill out the Application NOW using the Internet.**

