



## TRANSFER/PROMOTIONAL OPPORTUNITY INVENTORY CONTROL ASSISTANT II MILWAUKEE HEALTH DEPARTMENT (MHD)

***A Transfer/Promotional Opportunity is available to Current City of Milwaukee Employees for the position of Inventory Control Assistant II assigned to the Accounting Unit of the City of Milwaukee Health Department (MHD) and located at the Northwest Health Center, 7630 West Mill Road.***

**PURPOSE:** The Inventory Control Assistant II is responsible for inventory control of all stock in the City of Milwaukee Health Department (MHD) Central Supply area. The Inventory Control Assistant II will order, receive, stock and disburse supplies to various health centers, medical clinics, and grants, including but not limited to supplies, biological, medical and maintenance supplies.

### **ESSENTIAL FUNCTIONS:**

- Order, receive, stock and disburse supplies including, but not limited to office supplies, and biological, medical and maintenance supplies to various health centers and medical clinics. Maintain control of all supplies housed in Central Supply (inventory, stock rotation, etc.).
- Insure repair of health center, clinic and school nursing equipment.

### **Order, receive, and monitor inventory of all Vaccines housed in MHD:**

- Order vaccines from State Vaccine for Children (VFC) stock
- Order vaccines from vendors and/or manufacturer's for MHD use
- Receive and inventory vaccines ordered on an on-going basis and report to the Immunization Program
- Disburse vaccines to MHD sites as needed using appropriate shipping methods
- Monitor and record vaccines, refrigerators and freezer temperatures daily to ensure proper storage of vaccine
- Provide monthly report to Immunization Program, Program Assistant for use in preparing monthly State reports
- Make dry ice for vaccines transport

### **Backup responsibility to Delivery Driver position as needed for vacations and leave:**

- Drive a one ton panel truck used to transport lab specimens, interoffice mail; office and medical supplies, furniture and equipment, and other miscellaneous items to and from MHD health centers and facilities
- Make scheduled and unscheduled pick-up and deliveries to schools, other health clinics, community agencies, mail delivery agencies, and other locations as necessary
- Process special move orders and perform other job related assignments as required

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

### **MINIMUM REQUIREMENTS:**

1. Current status and at least three months of experience as a regularly appointed employee of the City of Milwaukee.
2. One year of inventory control or storeskeeping experience.

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

3. Valid driver's license at time of appointment and throughout employment.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Ability to calculate figures such as discounts, interest, proportions, and percentages.
- Oral and written communication skills.
- Organizational skills.
- Ability to work in a team environment and to maintain good working relationships with a multi-cultural public, coworkers, and employees from other City departments.
- Ability to recommend changes to improve and streamline inventory procedures and processes.
- Ability to drive and operate panel truck.

***Inventory Control Assistant II (MHD)***

- Knowledge of computerized information systems and/or the ability to learn Inventory software, Order Processing Systems, Spreadsheet software and/or Accounting (Oracle FMIS) software.
- Knowledge of inventory and storeskeeping processes.
- Candidates must be able to transport and/or move up to 25 pounds frequently up to 75 pounds.

**THE CURRENT PAY RANGE (335) IS: \$36,170 – \$39,875** annually.

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: an evaluation of education, experience and accomplishments, written test, interview, or other assessment methods. The Department of Employee Relations and the hiring department reserve the right to call only the most qualified candidates to performance tests or personal interviews. Information from the selection process will be used to make hiring decisions. The selected candidate will be **transferred or promoted** to the position.

**APPLICATION PROCEDURE:**

Each applicant must submit a letter of interest and an application or resume. Applications can be obtained from the Department of Employee Relations, Room 706, City Hall, 200 E. Wells St., Milwaukee, WI 53202, by calling 286-3751 or by visiting [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs). Your letter of interest should explain how your education and experience qualify you for the position.

*Applications should be returned to:* Phyllis Tessner, Human Resources Analyst Senior, Milwaukee Health Department, Zeidler Municipal Building, 841 North Broadway, Third Floor, Milwaukee, WI 53202 by **December 30, 2010**. *Receipt of applications may be discontinued any time after that date.*

#10-135TR- KW (SM)

12/8/10

EEO 604