

DELAWARE COUNTY HOUSING AUTHORITY
INVENTORY CONTROL OFFICER
JOB DESCRIPTION

Salary Range: \$45,000 to \$50,000

Under the supervision of the Purchasing and Procurement Manager, the Inventory Control Officer is directly responsible for all inventory control and fixed assets activity for the DCHA. Specific areas of responsibility shall include but not be limited to the following:

ESSENTIAL RESPONSIBILITIES

1. Create and issue Purchase Orders for the purchase of supplies and materials in accordance with the DCHA Purchasing and Procurement Policy. Maintain adequate inventory quantities for the maintenance of DCHA properties.
2. Receive parts and appliances on purchase orders for inventory warehouse stock.
3. Develop and maintain relationships with suppliers and obtain estimates and price details from different vendors to compare costs.
4. Perform Cycle Counts on inventory items and perform and reconcile the Annual Inventory count.
5. Maintain inventory materials and fixed asset records in the Yardi System.
6. Coordinate purchasing activity with the Purchasing and Procurement Manager
7. Disburse inventory materials and appliances upon requisition from Maintenance Personnel.
8. Disburse materials to other DCHA properties and contractors as needed.
9. Work with Accounts Payable to resolve discrepancies with billing Invoices and Purchase Orders
10. Report discrepancies in inventory that indicate theft such as too little inventory at last count.
11. Maintain a Vehicle Repair List to schedule repairs and inspections for Authority owned and leased vehicles.
12. Periodically review vendor statements for outstanding payments due.
13. Periodically review vendor pricing and availability of parts based on cost, quality, and availability.
14. Maintain a system of maintenance tool and equipment disbursement.
15. All other duties as assigned by the Purchasing and Procurement Manager.

REQUIREMENTS

1. High school diploma required. Some college, vocational or technical education or purchasing experience preferred. Proficient in the use of desktop and laptop computers and Microsoft Office software.
2. Excellent interpersonal skills and ability to interact with a variety of both internal and external clients.
3. Assist with unloading vendor trucks and stocking materials in the warehouse, must be able to lift a minimum of 30 pounds. Requires frequent walking, standing, reaching, stooping, and bending.
4. Requires continuing educational courses to maintain job expectations and standards and the ability to obtain program certifications from an accredited organization within one year.
5. Valid Driver's License and access and use of a personal vehicle for transportation to and from work and to appointments outside the assigned office.