

# CLASSIFICATION SPECIFICATION

## Inventory Control Manager

FT/PT Class Code: 5015, 5515      Pay Grade: B/C 12      FLSA: Exempt      Rev. 07/08/15

**SUMMARY STATEMENT:** An incumbent is responsible for providing instructional assistance in Automotive Technology laboratory sessions and for providing inventory control of parts, tools, supplies.

### NATURE AND SCOPE:

An incumbent in this class functions with general supervision typically from a technical or administrative supervisor. Incumbent is responsible for maintaining an adequate inventory of tools, supplies, and parts for the Automotive Department.

### PRINCIPAL ACCOUNTABILITIES:

***An incumbent may perform any combination of the below listed accountabilities:***

1. Assists Automotive Instructors in providing instruction in laboratory sessions with students covering the instructional areas of electrical, brakes, steering and suspension, heating and air conditioning, and inventory control of parts, supplies and material used for performance of each lab task.
2. Maintains a daily adequate inventory and complete records of tools, supplies, and parts and monitors any loss, breakage, and damaged tools or out-of-stock supplies.
3. Serves as a liaison and maintains contact with vendors for ordering tools, supplies, and parts. Verifies receipt of goods.
4. Serves as a liaison with automotive dealerships in the local area to facilitate student job placement.
5. Contacts dealerships and vendors and facilitates all of the set-up details for Career Day, including ensuring notification of the public regarding the event. Assists with coordination of other campus events and serves on the Automotive Technology Advisory Committee as assigned
6. Responds to special conditions, including automotive laboratory set-up issues. Monitors students in automotive laboratories.
7. Maintains complete and current record of program budget and operational costs. Researches costs of materials for budgetary planning for supervisor.
8. Performs other related duties as required.

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

- ◇ Knowledge of tool identification and uses.
- ◇ Ability to prioritize and organize work flow.
- ◇ Ability to communicate orally and in writing.
- ◇ Ability to follow oral and written instructions.
- ◇ Ability to collect and analyze data.
- ◇ Strong organizational and communication skills.

### **MINIMUM QUALIFICATIONS:**

- ◇ Associate degree in a relevant field and six (6) years of relevant experience in the automotive service field or Bachelor's degree in a relevant field and four (4) years of relevant experience in the automotive service field.
- ◇ Automotive Service Excellence (ASE) Certification preferred.