

CHIEF INVENTORY ANALYST

DEFINITION

Plans, directs, and participates in warehouse inventory management, stock replenishment analysis, resolution of special inventory and purchasing problems, and various food and supply orders.

TYPICAL DUTIES

- Plans, organizes, directs, and reviews the work of professional, technical, and clerical personnel in the analysis of inventory, issuance and follow up of shopping carts and purchase orders, reviewing stock trends, monitoring discontinued items, evaluating new items, proofing the writing of specifications, updating of inventory data base records, and maintaining computer generated reports for analysis.
- Monitors the consolidation and interface of food and supply orders generated by cafeteria managers to resolve errors before disbursement of orders to the District school cafeterias.
- Confers with procurement and trucking personnel to resolve problems and to increase the overall effectiveness of the inventory management, purchasing, and materiel distribution systems.
- Assists in the resolution of problems by contacting District personnel, government agencies, and vendors to explain regulations, and discuss requirements regarding special inventory requirements, critical delivery problems, overdue purchase orders, and item availability.
- Confers, modifies, and reviews specification updates with Procurement personnel to determine the feasibility of warehousing items and packaging and delivery requirements.
- Monitors and evaluates computer generated forecasts and trends to update District warehouse stock replenishment needs.
- Conducts special studies related to inventory management and purchasing best practices including storage needs.
- Develops and implements new techniques, methods, procedures, and forms to improve work flow and the inventory management system.
- Establishes processes for the handling and packaging of custom bundling requests for schools and offices.
- Plans and coordinates arrangements for the annual physical count of stock items and monthly stock audits.
- Reviews stock replenishment decisions, inventory levels, disbursements, receipts, service levels, lead times, and overdue purchase orders for accuracy and propriety of action.
- Composes, edits, and directs the preparation of reports and correspondence related to inventory activities.
- Conducts staff meetings and in-service trainings to improve the inventory management program.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Chief Inventory Analyst administers the Inventory Management Section of the Materiel Management Branch which is responsible for management of the District's distribution inventory system.

A Purchasing Services Manager directs the purchasing, contracting, inventorying, warehousing, cataloging, and distribution of stores, stock, or nonstock items; develops policies, procedures, and regulations; directs studies to improve efficiency in material handling; and assists with the special development of computer applications and systems, including e-commerce best practices, for the Procurement Services Division.

A Buyer is responsible for the complete purchasing cycle involved in the acquisition of supplies, equipment, furniture, foods, and services for District use by utilizing a variety of purchasing tools, including purchase orders, contracts, and credit cards.

SUPERVISION

General direction is received from an administrator. General supervision is exercised over lower level technical such as Inventory Control Analysts and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Warehouse Management System (WMS)
- Supply Chain Management
- Inventory management
- Data processing terminology, applications, and input/output analysis
- Regulations and practices pertaining to storage of materials, including combustible and perishable items
- Records management methods
- Principles of supervision
- Microsoft Office Suite
- SAP Procurement Modules

Ability to:

- Analyze inventory data and inventory system applications
- Supervise personnel engaged in inventory management activities
- Analyze order point, lead time, service level, and disbursing and purchasing data for selected stock items
- Communicate clearly and effectively
- Work effectively with all levels of District personnel and vendors
- Train personnel in inventory systems and procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration or a related field Experience beyond that required below may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent proficiency is met.

Experience:

Three years of experience that included inventory analysis for a warehouse inventory with over 500 stock keeping units (SKU)'s or three years of supervisory experience in warehousing operations with over 500 SKU's.

Special:

A valid California Driver License and the availability of private transportation, or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. E n t r a n c e requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonable related to existing duties.

Revised
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JPK