

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

POSITION TITLE: INVENTORY AND STORE SPECIALIST V –
Warehousing and Supply

SALARY GROUP: A18

DEPARTMENT: Transportation and Supply

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CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

APPROVED BY: C.F. Hazlewood Jr. DATE: 09/01/2011

POSITION #: 024566

I. JOB SUMMARY

Performs highly advanced inventory and retail sales work. Work involves overseeing store or warehouse operations; displaying and selling merchandise; ensuring compliance with established security requirements, loss prevention controls, and procedures; and planning, assigning, and supervising the work of others. Works under minimal supervision with extensive latitude for the use of initiative and independent judgement.

II. ESSENTIAL FUNCTIONS

- A. Oversees activities of staff within the Warehousing and Supply program; oversees warehouse operations and activities to include selection, receipt, warehousing, and distribution of products; and conducts on-site reviews to ensure compliance with agency and state policies, procedures, and guidelines.
 - B. Develops inventory control program guidelines and policies; reviews property management procedures, policies, and controls and recommends improvements; prepares and reviews inventory control records and reports; and prepares and oversees the preparation of program correspondence.
 - C. Oversees and reviews inventory stock and order points and quantities; oversees the assignment of product inventory numbers; reviews estimates and requests for supply and merchandise replenishment; and approves program budget requests.
 - D. Confers with staff on program issues and problems to identify and implement solutions; provides training and technical assistance to staff and offenders; and maintains liaison between staff, unit administration, agency management, and vendors.
 - E. Plans, assigns, and supervises the work of others.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Bachelor's degree from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE). Major course work in Business Administration, Criminal Justice, Accounting, or a related field preferred. Each year of experience as described below in excess of the required five years may be substituted for thirty semester hours from an accredited college or university on a year-for-year basis.
2. Five years full-time, wage-earning warehouse operations experience.
3. Two years full-time, wage-earning experience in the supervision of employees.

B. Knowledge and Skills

1. Knowledge of warehouse operations and inventory management practices and procedures.
2. Knowledge of applicable state and federal laws, rules, regulations, and statutes.
3. Knowledge of automated purchasing and accounting systems and procedures.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in administrative problem-solving techniques.
9. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
10. Skill to prepare and maintain accurate records, files, and reports.
11. Skill to review technical data and prepare technical reports.

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12. Skill to develop and evaluate warehouse operation policies and procedures.

13. Skill to supervise others.

IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry under 15 lbs., perceive depth, operate a motor vehicle, and operate motor equipment.
- B. Conditions include working inside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, and humidity, working on ladders or scaffolding, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions include computer and related equipment, typewriter, calculator, copier, fax machine, telephone, and automobile.