

INVENTORY CONTROL ASSISTANT II

Recruitment #1905-0261DC-001

List Type	Transfer/Promotional
Requesting Department	Milwaukee Police Department
Open Date	6/21/2019 08:00:00 AM
Filing Deadline	7/12/2019 11:59:00 PM
HR Analyst	Marti Cargile

INTRODUCTION

*** THIS POSITION IS OPEN TO CURRENT CITY OF MILWAUKEE EMPLOYEES ONLY ***

PURPOSE

Under the direction of the Printing and Stores Supervisor, the Inventory Control Assistant II requisitions and purchases police equipment and materials, in addition to receiving, disbursing, stocking, and delivering materials and maintaining inventory records for the Milwaukee Police Department (MPD).

ESSENTIAL FUNCTIONS

- Compile daily requisitions from departmental locations for police equipment, printed forms, first aid supplies, office supplies, paper, and other materials.
- Receive and disburse equipment and materials.
- Deliver supplies to 30+ locations within the MPD daily using a departmental delivery truck.
- Stock materials ordered from vendors, and track the inventory of product ordered by departmental locations.
- Track inventory of printed forms and office supplies, and place orders in the absence of the Inventory Control Assistant III.
- Inspect and perform quality control of supplies to ensure they comply with standards.
- Take inquiries from MPD personnel via phone or email as well as in person regarding supply requests and related needs.
- Clean and organize the Stores warehouse to maintain efficiency, optimize use of space, and ensure safety.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

CONDITIONS OF EMPLOYMENT

- Must have the physical ability to independently lift and carry objects weighing up to 50 pounds daily and up to 20 pounds frequently.
- Must have the physical ability to stand and walk as well as to push, pull, and grasp objects.

- Must have knowledge of and be able to follow traffic laws as well as safely drive a departmental vehicle, such as a cube truck, van, or car.

MINIMUM REQUIREMENTS

- Regular status as a current City of Milwaukee employee, having successfully completed a probationary period for a civil service position.
- Two years of storekeeping experience related to the essential functions of this position, such as receiving, checking, storing, and disbursing equipment and materials.
- Valid driver's license at time of appointment and throughout employment.

Equivalent combinations of education and experience may be considered.

KNOWLEDGES, SKILLS, ABILITIES & OTHER CHARACTERISTICS

- Ability to read and interpret job-related documents such as policies, procedures, and forms.
- Ability to listen to, understand, and follow instructions given by supervisors.
- Written communication skills to be able to correctly complete forms and other documents.
- Knowledge of basic mathematics and purchasing processes.
- Knowledge of storekeeping, warehousing, and inventory procedures.
- Ability to accurately enter data into a computerized system.
- Attention to detail to be able to ensure proper receipt, storage, and distribution of materials as well as to recognize incorrect or incomplete records.
- Oral communication skills to be able to clearly convey information to internal customers.
- Interpersonal skills to be able to work effectively in a quasi-military environment with supervisors, sworn and civilian staff, and vendors.
- Ability to work cooperatively in a team-oriented, collaborative environment with people whose backgrounds may differ from one's own.
- Ability to effectively organize and accomplish work assignments.
- Honesty and the ability to safeguard City resources.

CURRENT SALARY

The current salary range (Pay Range 6HN) for City of Milwaukee residents is \$38,191.92-\$43,119.18 annually, and the non-resident salary range is \$37,079.64-\$41,863.38. **Appointment will be made in accordance with the City of Milwaukee salary ordinance.**

SELECTION PROCESS

THE SELECTION PROCESS will be job-related and will consist of one or more of the following: an evaluation of related education, experience, and accomplishments, a written test, an interview, or other assessment methods. The Milwaukee Police Department reserves the right to call only the most qualified candidates to oral exams, performance tests, or personal interviews. Information from the selection process will be used to make a hiring decision. Selected candidates will be transferred and/or promoted to the position.

INITIAL FILING DATE – The selection process will be held as soon as practical after **Friday, July 12, 2019**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. The applicant is responsible for attending all phases of the

selection process at the time and place designated by the Department of Employee Relations and/or the hiring authority.

NOTE: *Transfer/Promotional Opportunities and Promotional Examinations are not open to Milwaukee Public Schools employees or to the public. Only current City of Milwaukee employees and civilian personnel in MFD and MPD hired through a City Service Commission process who have successfully passed a probationary period for a Civil Service position will be considered. Individuals with exempt, provisional, temporary, or emergency appointments are not eligible for transfer.*

NOTE: *Candidates must pass a Milwaukee Police Department background investigation before hire.*

ADDITIONAL INFORMATION

- Applications and further information can be accessed by visiting www.jobaps.com/MIL.
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or staffinginfo@milwaukee.gov.
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

CONCLUSION

EEO 604

The City of Milwaukee values and encourages diversity and is an equal opportunity employer.