

# RHODE ISLAND PUBLIC TRANSIT AUTHORITY JOB DESCRIPTION

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**Job Title:** Director of Inventory Control

**Updated:** January 2019

**Department:** Operations

**Supersedes:** July 2013

**Reports To:** Chief of Operations

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## **Description:**

Under general direction, in accordance with all applicable regulations, this individual directs, manages, supervises, and coordinates the activities and operations of the Authority's inventory control and parts management system. Major responsibilities include, but are not limited to, the management of RIPTA's stockrooms and stockroom personnel; maintenance of a computerized inventory control system; maintains and manages inventory levels of consumable materials and supplies based on inventory budget constraints; and provides highly responsible and complex administrative support to the Chief of Operations. This individual is accountable for developing long-term inventory plans, providing support to information systems staff in systems development and modifications.

## **Essential Duties and Responsibilities:**

- Develops and maintains systems to effectively support and manage the RIPTA stockrooms;
- Must be computer literate with all Microsoft Office products;
- Supervise assigned staff; assure all staff is properly trained;
- Plans, directs, coordinates and reviews the work plan and schedule for assigned staff; assigns work activities, projects, and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems;
- Develops long-term inventory plans; forecast needs for consumable items, materials, and equipment;
- Manages the computerized inventory system, developing standards for database accuracy; assists with modifications and improvement;
- Provides support to information systems staff in new inventory control system implementation and current system modifications;
- Trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures;
- Generates statistical reports, computerized software programs, including, but not limited to, Microsoft Word, Excel, Power Point, in support of projects and programs;
- Participates in bus repair campaigns relative to bus part requirements and compatibility;
- Identifies hazardous waste inventory items and coordinates MSDS sheets with Environmental Director;
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of inventory control and management;
- Demonstrated ability to work independently with minimal supervision, follow directions well and follow through with all assignments, paying close attention to detail and accuracy.
- Perform other duties as assigned.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required.

- Related Federal, State and Local laws, rules, and regulations;
- Principles and practices of inventory management. Operational characteristics, services and activities of an inventory management program. Methods and techniques of statistical, qualitative, quantitative analysis;
- Business computer applications related to inventory management. Methods and procedures of computerized inventory record keeping;
- Principles of supervision, training and performance evaluation. Basic principles and practices of accounting;
- Principles and practices of budget preparation and administration;
- Excellent communications skills as well as the ability to effectively communicate both orally and in writing.

**Education:**

Graduation from a college of recognized standing; APICS Certification in Inventory Management (CPIM) is desirable.

**Experience:**

Such as may have been gained through: Five (5) years of verifiable professional inventory management, including two (2) years of administrative and/or supervisor responsibility; previous experience/knowledge of AS400 HTE Software preferred.

**Or:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

Performs within prescribed guidelines in accordance with departmental policies/practices. Refers more complex situations to other appropriate individuals.

**Supervisory Responsibility:**

Manager of Inventory Control  
Stockroom Workers