



# Inventory and Store Specialist IV

Salary Group: A16

Class Code: 1914

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
INVENTORY AND STORE SPECIALIST I	1911	A10	\$24,910 - \$36,571
INVENTORY AND STORE SPECIALIST II	1912	A12	\$27,840 - \$43,798
INVENTORY AND STORE SPECIALIST III	1913	A14	\$31,144 - \$49,134
<b>INVENTORY AND STORE SPECIALIST IV</b>	<b>1914</b>	<b>A16</b>	<b>\$34,918 - \$55,130</b>
INVENTORY AND STORE SPECIALIST V	1915	A18	\$39,521 - \$64,449

## GENERAL DESCRIPTION

Performs advanced (senior-level) inventory and/or retail sales work. Work involves coordinating store or warehouse operations; displaying and selling merchandise; and ensuring compliance with established security requirements, loss prevention controls, and procedures. . Works under limited supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Coordinates store or warehouse operations, including stocking and issuing materials, equipment, supplies, merchandise, or other inventory.

Coordinates the receipt of inventory or retail merchandise shipments and the loading and unloading of stock and merchandise.

Coordinates, schedules, and conducts inventories on stock and merchandise, prepares inventory control records and reports, and reviews and maintains inventory databases.

Coordinates the disposal of surplus property or spoiled products and the arrangement and rotation of merchandise.

Coordinates the pricing and identification of merchandise according to agency policies and procedures, ensures shelves and store merchandise are appropriately stocked, and assists customers in finding products and making selections.

Develops inventory control program guidelines and policies, reconciles inventory records with asset accounting records, and resolves inventory-reporting discrepancies.

Reviews and maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines.

Reviews estimates and requests for supply and merchandise replenishment and approves purchase orders.

Records sales and collects cash, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments.

Reviews markups on merchandise and ensures merchandise is correctly priced and displayed.

Reviews property management procedures, policies, and controls and recommends improvements.

Negotiates with vendors to secure competitive pricing for merchandise and other stock.

Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in property accounting, retail sales, and inventory management work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

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

Knowledge of warehousing methods and procedures, of inventory and stock control record keeping, of retail sales practices and procedures, of customer service, of standard business practices, of merchandising, and of cost management practices.

Skill in the use of a computer and applicable software.

Ability to transfer stock from one location to another, to review warehouse and store operations for compliance, to follow prescribed store and inventory control standards, and to communicate effectively.