

## INVENTORY SYSTEMS ANALYST

### CLASS CONCEPT

This position will provide program management and supervisory responsibility for analyzing the tracking and payment information systems utilized for the goods, procurement, receipt processing, and authorization of invoice payments for assets being stocked or transiting the Central Inventory Account. Programs include but are not limited to the Fuel Inventory System, the Central Inventory account and the Equipment Master Inventory. Position will be the primary contact for the dollar value and relative make up of the Central Inventory. Position determines product availability and analyzes field material usage patterns. Units may occasionally consist of agencies outside of NCDOT as well as outside of state government. Position will utilize sound fiscal and inventory responsibility to maintain goals relative to NCDOT and the Equipment and Inventory Control Unit. Position is responsible for ensuring all assets entering the Central Inventory account are properly documented on property records by processing receipt documentation through system. Position assures invoices are correct relative to the physical receipts and associated purchase order, price adjustments are processed as required, they are electronically imaged for official files, and payment is authorized. Position performs research, contacts vendors and purchasing agents where necessary to resolve differences and solve problems. When authorized by appropriate authority, acts as the statewide NCDOT inventory coordinator for specific commodities of materials; ensures excesses are matched with shortages, obsolete stocks are purged, requisitions are reviewed for adequacy; and takes other actions as deemed appropriate relative to good inventory discipline and to complete the established goals. The position reports to a Materials Manager.

### RECRUITMENT STANDARDS:

#### Knowledge, Skills, and Abilities

Thorough knowledge of the principles and practices of business administration as it applies to the management and operation of a central inventory and its support to field operations during normal and emergency conditions.

Basic Knowledge of office procedures, practices, and equipment necessary to maintain and operate a professional office.

Ability to initiate and implement administrative programs and procedures, and to evaluate the programs' effectiveness.

Ability to exercise good judgement and discretion in establishing, applying, and interpreting a wide variety of administrative policies and procedures.

Ability to plan, assign, and supervise the work of subordinate employees and establish and maintain effective working relationships with NCDOT personnel, state officials, and the general public.

#### Minimum Training and Experience Requirements

Graduation from a four-year college or university with a degree in Industrial Engineering, Operations Research, or a closely related field and one year of practical experience; or a master's degree in Industrial Engineering, Operations Research or a closely related field; or graduation from a four year college or university with a degree in Business Administration or Personnel Management including at least two courses in statistics and two courses relating to the management of capital or personnel resources and one year of practical experience; or an equivalent combination of education and experience.

All degrees must be received from appropriately accredited institutions.

NC 01613  
OSP 06/07

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.