



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.

DATE: September 16, 2021

JOB VACANCY MEMORANDUM NO. 21-45

TITLE: Inventory Specialist I, Fleet Operations Parts Room Clerk

ELEMENT OF ASSIGNMENT: Fleet Operations Unit/Logistical Support Division

PAY RANGE: 13

STARTING MONTHLY SALARY: \$2,695

VACANCY STATUS: Vacant

EXPIRATION DATE: September 30, 2021

REQUIREMENTS:

To maintain, issue, receive and order all parts for the Fleet Operations Unit as needed for stock or as requested by technician.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Receive, verify, sign for and charge out all parts entering and leaving the parts room to ensure adequate and accurate inventory on hand within the Parts Room.
2. Order parts to maintain stock levels as well as special orders per technician requests.
3. Verify invoices from vendors for accuracy and enter into M5 computer based inventory tracking system.
4. Create and track parts requisitions for purchases, bids and quotes.
5. Ensure integrity of inventory tracking by performing a quarterly inventory.
6. Put stock parts away in their correct bin locations.
7. Incumbent may operate a motor vehicle, forklift, and pallet jack frequently. A current valid Missouri driver's license is required.

8. Maintain reliable and predictable attendance. Incumbent may be required to work flexible hours and overtime when necessary.
9. Perform other duties as assigned.
10. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully accomplish the essential functions of this position, the incumbent must possess a high school diploma or equivalent and have six months of related work experience. Incumbent must be skilled in Microsoft Word applications, filing, and record keeping.

Incumbent must have the ability to make decisions based on established Unit guidelines.

Physical Requirements: Incumbent must have the ability to perform light lifting (5-20 pounds) daily, heavy lifting (20-50 pounds) occasionally and very heavy lifting (over 50 pounds) rarely.

Job Location: (Place where work is performed.)

This position operates in an office and storage area environment 90% of the time with remainder of time spent in a motor vehicle or at various off-site locations.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Forklift
- Personal computer
- Police vehicle (various)
- Telephone
- Copy / Fax Machine

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Brandon Manthei, Operations Supervisor, Fleet Operations Unit** by **SEPTEMBER 30, 2021**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org by **SEPTEMBER 30, 2021**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit within the state of Missouri during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a Keystroke test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit