



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: May 5, 2020

JOB VACANCY MEMORANDUM NO. 22-09 EXTENDED

TITLE: Inventory Specialist II, Supply Section

ELEMENT OF ASSIGNMENT: Fiscal Division/Financial Services Unit

PAY RANGE: 15

STARTING MONTHLY SALARY: \$3,282

VACANCY STATUS: Vacant

EXPIRATION DATE: May 12, 2022

REQUIREMENTS:

Job Objectives: (Purpose of the position.)

To ensure adequate supplies in stock for issuance to all elements and personnel, conduct various inventories using inventory management software, and to obtain bids or quotes on needed items and buying off contracts. Resolve billing disputes and invoice tracking and is accountable for transportation and distribution of handguns, ammunition, and other special tactical munitions used by the department. Perform warehouse activities for printed stock and large volume minor equipment. Prepare specifications and present recommendations on purchases of the aforementioned items.

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

1. Monitor inventory of issued law enforcement materials, e.g., uniforms, leather, vests, weapons, and all other office supplies and administrative needs for all elements. Determine specifications and prepare purchase requisitions for all printed material. Prepare bulk orders for pickup by various department elements and outside agencies as needed.
2. Ensure printing and stored materials are ordered to maintain proper inventory levels. Store, stack, and unload pallet materials; rearrange for optimum use of space.
3. Share on-call responsibility for the Supply Section on a rotating schedule to provide on-call relief for the Supply Sergeant.

4. Receive and issue a variety of weapons. May be required to transport and disperse firearms (handguns, ammunition, and special tactical munitions) to predetermined locations as required. Keep records on department issued firearms and inventory of ammunition, weapons, and special munitions.
5. Assist in solicitation of bids and quotes on wide variety of items from office supplies to ammunition. Make recommendations on prices and suppliers based on pricing, availability, and contracts.
6. Issue goods; receive goods, and verify against purchase orders. Match invoices with requisitions and subsequent purchase orders; resolve disputes; track all back orders.
7. Conduct interim and annual inventory of entire section by price and purchase date, this requires constant monitoring of the inventory.
8. Maintain contacts with vendors to assist in locating unusual items when needed.
9. Answer requests for information and/or service by telephone or at counter.
10. Assist Warehouse Specialist as required and fulfill the duties of the Warehouse Specialist during extended absences.
11. Perform duties as an assistant supervisor, with all the responsibilities for the daily operation of the Supply Section during absences.
12. Possess the dexterity to work with and do minor repairs to small items such as flashlights and firearms.
13. Maintain reliable and predictable attendance. May be required to work overtime, be on-call or work flexible hours when the need arises.
14. Perform other duties as required.
15. 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 perform the essential functions of this position the incumbent must possess: a high school diploma or equivalent; and have knowledge and experience with computer based inventory management software. It is preferred the incumbent have knowledge pertaining to printing industry procedures with experience in budgeting, inventory control, and purchasing in a printing operation environment.

Physical Requirements: Position requires light lifting (5/20 pounds) daily, heavy lifting (20 to 50 pounds) occasionally, and very heavy lifting (over 50 pounds) rarely. Incumbent will use the telephone, perform stationary work at a computer, do counter work, operate a forklift, and drive a vehicle. Hand dexterity to work with and do minor repairs to small items such as flashlights and firearms.

Position requires a current Missouri Driver's License and completion of a certified Forklift Operators Training Program (Safety & Health Council-Western MO & KS).

Job Location: (Place where work is performed.)

Position primarily operates in a supply area and warehouse.

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

- Personal computer
- Telephone
- Calculator
- Hand-power truck
- Electric forklift
- Hydraulic-power paper cutter
- Three-spindle paper drill
- Laminating and binding machine
- Risograph printer
- Vehicle

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 **Sgt. Chris Onik, Supply Unit Supervisor** by no later than **MAY 12, 2022**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to Mindy.Davis@kcpd.org, to be received no later than **MAY 12, 2022**.

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 Clerical test (75% accuracy), Keystroke test (80% accuracy), CVSA, post-offer physical examination and routine drug screen.

Captain Marisa Barnes

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Commander, Employment Unit