



MATERIAL CONTROL ANALYST

FC: UA130
PG: SEIU-08

PC: 713
BU: 04
June 1987

DEFINITION

Under general supervision, coordinates the movement of materials, parts and supplies to various stores locations to ensure availability for daily maintenance requirements; performs related work as assigned.

CLASS CHARACTERISTICS

This class is responsible for the analysis of District parts and supplies usage, particularly those required for the servicing and maintenance of revenue vehicles and fare collection equipment. In addition, provides coordination of movement of such items within the District to various stores locations to meet all reasonable maintenance and servicing demands. This class is distinguished from the Material Control Supervisor in that the latter has overall supervisory responsibility for material control, distribution, receipt and acceptance of parts.

EXAMPLES OF DUTIES

Compiles and analyzes daily parts status reports for revenue vehicles and automatic fare collection equipment; determines parts, materials and supplies requirements for individual storerooms and allocates items to them; oversees the internal distribution of parts to ensure that allocations are accomplished; assigns priority handling for allocations of urgently needed or emergency parts to appropriate stores locations; coordinates and expedites the reordering and acceptance of critical parts and materials with purchasing and inventory control staff, inspection personnel and vendors or manufacturers; generates back orders and expedites their handling; reviews receiving reports and assists in expediting inspection of incoming parts and materials; notifies Purchasing when vendor does not meet the terms of purchase orders; researches files for past activity of parts usage, determines the annual usage of high volume items, and establishes realistic minimum stock levels; coordinates the assembly of "parts kits" with stores personnel for usage in internal modification programs; identifies new parts or materials that need to be stocked and assists in developing sources and vendors for such parts; assists in maintaining the computer-based inventory control system by entering new parts and other items into the system, incorporating nomenclature changes and deleting obsolete items which should no longer be stored.

QUALIFICATIONS

Knowledge of:

Basic principles and practices of public agency purchasing. Principles, practices and methods used in receiving, storing and moving materials, parts and supplies. Principles and practices relating to expediting of parts, materials and equipment. Basic analytical and research techniques. Basic business data processing principles as applied to the use of a computer-based material control system.

Skill in:

Interpreting maintenance parts and supplies requirements, establishing adequate stock levels and coordinating internal parts distribution. Analyzing statistical data, evaluating alternatives and reaching sound conclusions and recommendations. Making accurate arithmetic calculations. Establishing and maintaining effective working relationships with those contacted in the course of the work. Using a computer-based materials management system. Making sound independent judgments within established guidelines. Maintaining accurate materials control records and files. Preparing clear, concise and complete reports and other written correspondence.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.

MINIMUM QUALIFICATIONS

Equivalent to graduation from high school and three years of experience in expediting, purchasing, material control or storekeeping, or in maintenance work which has involved the analysis and planning of work activities. College or technical school course work is desirable.