KENTON COUNTY AIRPORT BOARD
invites applications for the position of:

Supplies Analyst – Part Time
Finance Department

CLOSING DATE: Open Until Filled

CLASS SUMMARY:
Coordinates and monitors the management of supplies throughout the organization from delivery to distribution in a manner that accurately and efficiently meets the business needs of all stakeholders (end users, supervisors, department heads, suppliers, accounting/financial reporting, Board, government oversight entities, etc.).

ESSENTIAL DUTIES:
This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.

• Regularly work with departments across the organization to:
  o Maintain an understanding of needs related to supplies across the organization (items, quantities, frequencies, manufacturers, controls/security, accounting/costing, etc.),
  o Given organizational constraints, determine and maintain the optimal number and location of inventory storage sites,
  o Determine and maintain best configuration of inventory within each storage site,
  o Determine delivery sites for each type of inventory/supply,
  o Monitor the timely and controlled movement of inventory to and between necessary locations to ensure accomplishments of required work in an efficient manner,
  o Ensure user departments understand their responsibilities related to ordering, handling, storage, counting/verification of supplies,
  o Ensure safeguarding of Board assets.

• Utilizing the computerized inventory system(s), develop analyses, maintain statistics, and produce reports necessary for the proper monitoring of inventory levels, security and order frequency (usage, obsolescence, movement, unexplained shrinkage, etc.).

• Coordinates and oversees consistent processes including user level and management procedures for:
  o Delivery of goods,
  o Receiving of goods,
  o Inventory movement/distribution that efficiently uses resources and adequately responds to needs,
  o Monitoring and requisitioning goods (from internal and external sources) to ensure stock levels that proactively address varying operational needs (min/max, reorder points),
  o Perpetual recording of inventory activity (receipts, issues, transfers, disposals, obsolescence, shrinkage, etc.),
  o Departmental supervisory oversight of supplies,
  o Assists with product inventory activities including physical counts, the cycle count program, and inventory balances.

• In conjunction with Financial Operations:
  o Ensure that processes are designed for proper control, accounting, and auditability,
  o Review the results of the inventory count processes,
  o Investigate as necessary and document reasons for unusual and/or unexpected differences,
  o Determine and record necessary book to physical adjustments.

• Regularly monitor the appropriateness of and adherence to established processes and procedures across the organization.

• All other duties as assigned.
EDUCATION AND EXPERIENCE:

- Bachelor’s Degree in a related field and five years of related experience in inventory, procurement, supply chain; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Inventory analysis and reconciliation in an aviation and/or heavy maintenance environment preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:
- Supplies Inventory Management principles and practices.
- Inventory Analysis and Reporting.
- Inventory Process Management.

SKILLS IN:
- Excel and a variety of other computer-based technologies including word processing, databases, and reporting tools.
- Familiarity with Oracle financial and inventory software a plus.
- Identification and analysis of problems and recommending and assisting in implementation of solutions.
- Establishing and maintaining effective, fair, cooperative, collaborative and respectful relationships with internal and external colleagues, peers, work teams and workgroups.
- Use of independent judgment.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: fingering, standing, walking, talking, hearing, seeing and repetitive motions.

Sedentary Work: exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently, or constantly lift, carry, push, pull or otherwise move objects including the human body.

Supplies Analyst Supplemental Questionnaire

* 1. Do you have five years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job?  
☐ Yes ☐ No

* 2. Do you have experience with Supplies Inventory Management principles and practices?  
☐ Yes ☐ No

TO APPLY:

If you have an interest in the above named position, and you meet the listed qualifications, please complete an internal paper application and submit to the Human Resources Department. Employees expressing an interest in the named position will be treated in the same manner as any applicant for the position; applying for the position will not jeopardize your present position with the Kenton County Airport Board.

The Kenton County Airport Board is an Equal Opportunity Employer/Minorities/Females/Disabled/Veterans.

Date: August 3 2015