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Inventory Control Manager

JOB CODE	JOB FAMILY	PROFILE
JCM319	**Business Services & Support**	**Inventory Control Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$69,451.00 - $109,720.00**	**July 23, 2026**

The Inventory Control Manager oversees inventory warehousing, fuel management, surplus property, recycling, and contract management operations for the County. This role requires frequent public interaction and clear communication of relevant policies, procedures, and applicable County and State laws. The manager is responsible for hiring, training, supervising, coaching, evaluating, and, when necessary, disciplining and terminating employees.

Job Description

DUTIES AND RESPONSIBILITIES

- Oversee all inventory operations, including warehouse management, inventory records, fuel tracking, surplus property, recycling, and contracts.
- Implement short- and long-term strategic goals, objectives, and policies in alignment with departmental direction.
- Develop and manage the program budget; perform regular cost and productivity analyses.
- Plan, assign, supervise, and participate in material management activities, including purchasing, storage, and inventory across County warehouses.
- Develop and manage a centralized inventory system using County-supported software for accurate data and reporting.
- Implement inventory procedures and ensure timely, accurate preparation of automated and computer-based records and monthly tracking reports.

- Develop and enforce procedures for purchasing, procurement, warehousing, issuance, and disposal of supplies, equipment, and services.
- Establish and monitor service schedules and inventory methods; identify and allocate necessary resources.
- Evaluate and recommend stock levels, item types, and equipment standards to meet department needs.
- Coordinate mandatory inventory counts and ensure stock accuracy.
- Align program budgets and priorities with department goals.
- Maintain operational records of equipment, tools, and materials using automated systems; ensure purchases meet contract specifications.
- Prepare research findings, written reports, and presentations as required.
- Attend professional meetings and stay informed about trends and best practices in inventory management.
- Supervise staff; conduct performance evaluations, initiate disciplinary actions, and recommend hiring, termination, and promotions.
- Represent the Inventory Section in support of the County's Pathway To Excellence (PTE) initiative.
- *The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Business Administration, Public Administration, or a related field.
- Six (6) years of related work experience in a professional level in purchasing, procurement.
- Two (2) years in a supervisory role.

*Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.

- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Most work is performed indoors in a temperature-controlled environment.
- Indoor work areas may be carpeted or tiled and include the use of stairs.
- May require use of warehouse ladders during indoor tasks.
- Job may involve exposure to fumes and odors from chemicals such as cleaning agents, adhesives, and paint.
- Potential hazards include noise, physical strain, or exposure to dangerous situations, especially when working in or near a correctional facility.
- May work independently, with small teams, or as part of larger groups depending on the task.
- Flexible work hours may be necessary, including early mornings or evenings.

EQUIPMENT, TOOLS AND MATERIALS

- Uses standard office equipment, including telephone, computer, printer, fax machine, and communication devices.
- Handles a variety of forms, reports, documents, and office supplies during administrative tasks.
- May occasionally use first aid or oxygen equipment.
- Operates county vehicles including automobiles, vans, or light trucks for deliveries.
- Moves and manages various items such as office furniture, cleaning equipment, tools, and storage cabinets.