Human Resources
505.468.1500
415 Silver, 5th Floor
Albuquerque, New Mexico 87102
HR@bernco.gov
www.bernco.gov

Inventory Controller

JOB CODE	JOB FAMILY	PROFILE
JCM116	**Business Services & Support**	**Inventory Controller**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**February 14, 2026**

The Inventory Controller supervises staff responsible for centralized material management activities, including purchasing, product research, and contract compliance. Ensures work quality and adherence to established policies and procedures. Performs technical and complex tasks related to the assigned area of responsibility. Employee supervision includes hiring, training oversight, performance assessment, coaching, disciplinary action, and terminations.

Job Description

DUTIES AND RESPONSIBILITIES

- Plan, supervise, assign, and participate in the work of staff responsible for material management activities, including purchasing. Oversee inventory control across various warehouses throughout the County.
- Plan, direct, and recommend program modifications to improve services and results. Forecast material and inventory usage and coordinate operations within the assigned area of responsibility.
- Develop and monitor a master material inventory system for all warehouses using County-approved management software as the primary data source.
- Develop and implement inventory procedures for all County warehouses. Prepare and ensure timely completion of automated and computer-based records, inventory tracking, and monthly reports.
- Develop, recommend, implement, and enforce procedures related to the purchasing, procurement, warehousing, issuance, receipt, and disposal of supplies, equipment, and services.

- Establish schedules and methods for providing inventory services. Identify resource needs, review with appropriate management, allocate resources accordingly, and implement necessary changes.
- Coordinate and recommend adjustments to stock levels, types, quantities, and quality of supplies and equipment required for department operations.
- Coordinate vendor contracts with the Purchasing Department to ensure purchase orders are submitted and fulfilled in a timely manner and monitor for compliance.
- Collaborate with department management to support program budget goals, objectives, and priorities.
- Train assigned staff in specific work areas, including development of training materials, procedures, and techniques.
- Oversee and perform routine inventory procedures for equipment, tools, and materials. Maintain records of operational status using automated systems. Review and evaluate purchased or leased items to ensure compliance with contract specifications.
- Serve as liaison between County departments, divisions, and external agencies. Negotiate and resolve sensitive or complex issues.
- Prepare, research, and develop written reports and presentations related to assigned responsibilities.
- Attend and participate in professional group meetings. Stay informed of new trends and best practices in inventory and material management.
- Supervise staff performance evaluations, issue disciplinary actions, handle employee complaints and grievances, and recommend hiring, promotions, and terminations.
- Participate in and represent the Business Center in supporting the County's Pathway to Excellence (PTE) initiative. Contribute to continuous improvement efforts related to Business Center processes and customer service.
- *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

- High School Diploma or GED
- Six (6) years of related work experience in a professional level in material inventory management, purchasing, or a related field.

*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 essential duties are performed indoors in a temperature-controlled environment.
- Indoor work surfaces are level and may be carpeted or tiled.
- Indoor surfaces are typically dry and may involve the use of stairs.
- Work may involve hazards typical of a correctional facility, including exposure to noise, dangerous situations, and potential bodily injury.
- The employee primarily works independently but may also work in group settings or with select teams.
- Flexible work hours may be required.
- A warehouse ladder is used frequently to perform indoor duties.
- Potential hazards include exposure to fumes or odors from chemicals such as fluorescent bulbs, drain openers, bleach, adhesives, and paint.

EQUIPMENT, TOOLS AND MATERIALS

- Equipment commonly used includes telephones, computers, photocopiers, fax machines, and communication devices.
- Materials handled include various forms, reports, writing utensils, and standard office supplies.
- May occasionally handle first aid or oxygen equipment.
- Operates County vehicles such as automobiles, vans, or light trucks for deliveries.
- May also handle items such as cleaning equipment, office furniture, and storage cabinets.