

Inventory Management Specialist - 2010

Property Management Services

Property is managed in an effective manner as demonstrated by all of the following:

- Responds to requests for information on equipment and other items in a timely and effective manner, based on the needs and operation of the DIR and in full compliance with NIH property regulations, policies and guidance;
- Ensures that property is managed consistent with NHGRI's Risk Management program;
- Classifies, locates, and identifies items in a timely manner; and
- Consistently reviews all incoming inventory for completeness and accuracy.

Property Technical Services

Accurate technical advice, assistance and support are provided in a timely manner, which includes:

- Routinely communicates with administrative and program staff to provide up-to-date and accurate information and documentation on inventory management regulations and procedures;
- Provides technical support by personally handling all requests for information and resolves or assists in resolving a variety of routine inventory problems;
- Assures proper adherence to NIH Property Guidelines and prepares various property transaction documents (transfers, loans, donations, surplus, trade-ins/exchanges, etc.);
- Accounts for new property by decaling and adding to the PMIS, ensuring that overages are kept to a minimum; and
- Regularly and consistently maintains the PMIS.

Inventory Management Services

Plans and develops inventory usage and controls within the intramural program that are in line with NHGRI management control guidance, which includes:

- Routinely prepares transaction reports using the Property Management Information System (PMIS and/or Data Warehouse databases);
- Guide and direct property contractors during the yearly physical inventory cycle;
- Ensures accurate verification and reconciliation of property accountability records; and
- Routinely provides advice and accurate information relating to inventory needs to the program area, as well as other administrative staff within the NHGRI.

Communication and Liaison Services

Inventory management control regulations, policies and procedures are effectively communicated to members of the Institute or others with a need to know, as indicated by all of the following:

- Communicates effectively with co-workers, supervisor, lab personnel, the Property Accountability Officer (PAO), and others in a clear, courteous, and thorough manner, usually giving consideration to the needs of the customer rather than just the limitations of the organization;
- Demonstrates positive manners and attitude in telephone, face-to-face contacts, and e-mail;
- Maintains effective lines of communication, both giving and receiving guidance;
- Serves on NHGRI or NIH-wide property/inventory committees, including NBS; and
- Works as a team player to accomplish the overall goal of customer satisfaction and compliance with established standards within the organization.

Management Controls

Participates actively in IC management controls program. This includes the following:

- Participates in various studies and reviews conducted by the NIH or IC Management Controls Program;
- Follows established NIH and IC management control policies;
- Maintains appropriate files in accordance with established NIH requirements;
- Maintains an effective document management system in order to ensure that the document workflow for the office is effective and efficient;
- Monitors the request and receipt of supplies and ensures that proper documentation is executed and equipment or services are received; establishes and maintains accurate records in all administrative systems;
- Ensures that files are easily retrievable by AMB staff, are logically organized, clearly labeled and neat, and filed in the appropriate area within 5 days of receipt; and
- Responds in a timely fashion to request for documents and information.