



Job Code: 9658

Grade: 23

HCWR: N

Job Title

Manager of Inventory Control, Public Health

Department

Public Health

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

The Manager of Inventory Control, Public Health ensures the Cook County Department of Public Health (CCDPH) inventory control procedures are effectively implemented and staff are thoroughly trained in those policies and procedures. Conducts inventory control analyses and prepares inventory control reports. Manages the daily activities of inventory control staff. This position will report to both the Materials Management Department and the Cook County Department of Public Health.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary



Typical Duties

- Responsible for inventory, tracking, and reporting all CCDPH assets including equipment, supplies, and medical countermeasures
- Leads CCDPH Redistribution Center activities to include inventory control, pick list operations of medical countermeasures, and distribution of medical countermeasures to clients
- Ensures the following:
 - rotation of stock and checks for expiration medication and supplies
 - maintenance of proper cold chain management
 - maintenance of thermal logger data inventory, as requested
 - maintenance and updating of all logistical procedures, as needed
- Oversees CCDPH inventory and distribution operations in the setting of a public health incident
- Distributes inventory and supplies across CCDPH sites in a timely manner
- Trains department staff in the understanding of methods, metrics, and measurements
- Develops and implements inventory control procedures in conjunction with CCH Materials Management/Supply Chain leadership
- Conducts daily inventory analyses to solve inventory control problems
- Generates inventory control reports and metrics to share with both CCDPH and Materials Management/Supply Chain leadership for strategic and capital planning purposes
- Maintains item master inventory data and routings
- Retains completed work orders and material request forms (MRF)
- Oversees receiving inspection of raw materials, storage of work in progress (WIP) and the selection of materials work orders and the issuance of materials to manufacturing
- Supervises and takes responsibility for the activities of material handling and inventory control staff
- Works on problems of diverse scope using data analysis to evaluate and identify workable
- Collaborates with CCH Materials Management/Supply Chain regularly on CCH inventory management policies, processes, and procedures
- Performs related duties as required

Minimum Qualifications

- Bachelor's degree from an accredited college or university and two (2) years of supervisory work experience in inventory control and material handling OR
- High School diploma or GED and five (5) years of supervisory work experience in inventory control and material handling
- In addition, the candidate must be trained and certified in NIMS FEMA IS-100, 200, 700, and 800 management within six (6) months of employment. Also, the candidate must be trained and certified in NIMS FEMA IS-300 and 400 management within one (1) year of employment
- Position requires travel for which the employee must have a valid Illinois driver's license in good standing and access to an insured vehicle
- Must be available for "on-call" duty as required



Preferred Qualifications

- Inventory control management work experience in a healthcare setting

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of Enterprise Resource Planning (ERP) systems such as Lawson, Oracle PeopleSoft, Mckesson/HBO & Company (Mckesson/HBOC) or similar ERP systems
- Knowledge of hospital complex, storeroom procedures, related departmental policies and procedures and the operations of material handling equipment
- Excellent oral and written communication skills and a strong record of working cross functionally
- Ability to make decisions of considerable importance and to implement programs to support the financial and operational success of the organization
- Ability to think strategically and to effectively formulate, present and justify strategic recommendations
- Ability to exercise independent judgment regarding inventory control operations and appropriate levels of support required
- Ability to handle multiple projects simultaneously, managing deadlines as needed
- Ability to effectively assign, prioritize, review, and evaluate the work of subordinate staff
- Ability to demonstrate sensitivity to confidential information including financial data, union and labor agreements, personnel decisions and hire/fire activity
- Ability to prepare and maintain accurate records and reports

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.