

JOB DESCRIPTION

Job Title: Manager II (Various)
Working Title: Manager II, Inventory Control
FLSA Status: Exempt
Salary Grade: 10

PURPOSE OF POSITION

The Manager II, Inventory Control, will perform a complete range of inventory control functions and maintain responsibility for the management of the Authority's material parts, supplies, and fuel.

DISTINGUISHING CHARACTERISTICS

This is the senior level of the Manager (various) series. At this level, incumbents typically independently represent the organization; serve as a subject matter expert who possesses highly specialized knowledge, skills, abilities, and experience; are responsible for a specialty program area that has a major impact on the organization.

SUPERVISION EXERCISED AND RECEIVED

- Receives oversight from departmental management.
- First-line supervisory responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended to describe the general nature and level of work being performed and are not to be interpreted as an exhaustive list of responsibilities.

- Responsible for full management responsibility for all departmental services and activities.
- Manage, facilitate, and coordinate the inventory control function throughout SCRRA.
- Execution of the SCRRA Fuel Management Strategic Plan including scheduling fuel deliveries with the fuel provider.
- Identify and develop strategies to streamline inventory procedures and reduce inventory relative to overall Agency goals and objectives. Research components, and interact with various teams and vendors, to analyze inventory in order to maintain adequate levels of inventory.
- Participate in hiring, training and disciplinary actions. Evaluate and forecast staff requirements and schedules. Delegate and review work assignments and conduct performance evaluations.
- Provide support to Authority personnel regarding the Agency policies and procedures for the planning, requisitioning, receiving, handling, issuing, monitoring and tracking of goods, services and capital equipment.
- Ensure that the Agency's standard practices and procedures are followed in connection with all materials department functions.
- Collaborate with SCRRA managers and departments on evaluating and monitoring contracts to ensure suppliers and vendors are complying with terms and conditions.
- Meeting with vendors and staff to discuss unacceptable and defective products and establish corrective actions.
- Manage and approve requisitions for materials within authorized limits.



- Monitor cycle counts and annual physical inventory, and ensure proper disposition of obsolete and environmental materials, and warehouse layout functionality.
- Analyze and assess policies and operational needs and make appropriate adjustments and oversee contracted activities ensuring compliance with contract guidelines.
- Participate in the preparation and administration of assigned program budget; submit budget recommendations; monitor expenditures.
- Collaborate with SCRRRA managers and departments on inventory forecasting, stocking and location requirements for operations maintenance, repair, capital construction and rehabilitation, development of specification and parts catalogs and streamlining current operations within other departments accomplish departmental organization goals and objectives.
- Represent department as primary liaison with Information Technology on Maximus AssetWorks and Oracle modifications, training and updates.
- Manage the disposition and record keeping of Fixed Assets in the Asset Management System.
- Monitor and evaluate staff and contractors to establish training needs within the department and ensure objectives and expectations are met.
- Prepare analytical and statistical reports on assigned project operations and activities.
- The responsibilities outlined above are representative of the role but not exhaustive. Additional duties may be assigned as needed, and reasonable accommodations will be provided to qualified individuals with disabilities in accordance with applicable laws.

MINIMUM QUALIFICATIONS

Education and Experience

- Bachelor's Degree in Supply Management, Operations Management, Logistics, Business, Finance, or related field.
- A minimum of seven (7) years of experience in materials management functions.
- A minimum of five (5) years of experience in a project management or supervisory role.
- A combination of training, education, and/or experience that provides the required knowledge, skills, and abilities may be considered when determining minimum qualifications. Advanced relevant coursework may also substitute for a portion of the required experience.
- A valid Class "C" California driver's license with a satisfactory driving record of no more than two moving violations and no DUIs within the last three years.

Preferred Qualifications

- Railroad industry and/or APICS certification
- Certified Quality Auditor
- Project Management certification
- Lean Six Sigma certification

Knowledge, Skills, and Abilities

Knowledge of:

- Maximus/AssetWorks Materials Management System or similar Transportation software applications
- Process management involving vendors and suppliers
- Budgeting and accounting principles



Skilled in:

- Strong and effective, leadership, communication, team building and time management
- Oracle Financial Information System (FIS) or similar software system
- Microsoft Office with strong Microsoft Excel skills including Pivot Table, V & H Lookup and presenting data graphically
- Analysis, measurement and process improvement

Ability to:

- Establish and maintain effective working relationships.
- Complete assigned tasks within budget and on time.
- Guide team cohesiveness by establishing, communicating and reinforcing shared values and norms.
- Provide clear direction and policies to eliminate or reduce potential conflicts.
- Exercise sound judgment within general policy guidelines

PHYSICAL REQUIREMENTS

- Transition between a stationary position at a desk or work location and move about Metrolink facilities or other work site locations
- Operate tools to perform the duties of the position, such as computers, office equipment, and work-related machinery
- Transport equipment or boxes up to 25 lbs
- Exchange ideas by means of communication
- Visual acuity to detect, identify, and observe employees or train movement and any barriers to movement when working on or near railroad tracks
- Hear and perceive the nature of sounds when working on or near railroad tracks
- Balance, ascend/descend, climb, kneel, stoop, bend, crouch, or crawl within assigned working conditions and or locations

Working Conditions

Position requires work in a normal office environment with little exposure to excessive noise, dust, or temperature. Work may also be conducted in outdoor environments, at construction sites, Railroad Track and Right-of-Way environments, and warehouse environments, with possible exposure to individuals who are hostile or irate, moving mechanical parts, and loud noises (85+ decibels, such as heavy trucks, construction, etc.)

Southern California Regional Rail Authority is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Authority will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Updated: January 2026

