

MONO COUNTY
BARGAINING UNIT: MCPEA

CLASS CODE:
DATE ESTABLISHED: 08/03
DATE REVISED:

INVENTORY AND PURCHASING TECHNICIAN

DEFINITION: Under direction, may perform a variety of accounting, statistical, and requisition tasks and maintains inventory for Public Works' maintenance and shop supplies, parts, and materials; office assistance and receptionist assignments; and do related work as required.

DISTINGUISHING CHARACTERISTICS

REPORTS TO: Public Works Administrative Services Specialist

CLASSIFICATIONS DIRECTLY SUPERVISED: None.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES: *Essential Job Duties May include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Acts as the office assistant/receptionist for Public Works staff operating out of the Bridgeport maintenance facility; works with supervisor and Public Works management to administer a variety of complex administrative and record-keeping functions associated with a centralized vehicle/heavy equipment repair and warehouse facility; operates word processing and spreadsheet programs; prepares and/or researches statistical and financial information; prepares a variety of computer generated reports and correspondence; prepares, processes, and tracks a variety of Purchase Orders, Repair Orders, parts and supply requests, and inventory replacement requests; processes and inputs data into the CAMS accounting program; prepares specifications for and solicits quotes for the purchase of parts, supplies, materials, and equipment; deals with the public, county staff, vendors in a prompt, professional, and courteous manner; receives, inspects, and verifies parts and supply shipments and contacts appropriate individuals for disbursement; receives purchase requests; researches vendors; places orders; maintains inventory controls and records; monitors budgeted line item expenditures; assists in the tracking of maintenance and repair schedules; stocks shelves, organizes inventories, and distributes supplies; picks up and/or delivers inventory and supplies; work independently and productively and follows written and/or oral instructions with a minimum amount of supervision; cleans warehouse, offices, and bathrooms at the Bridgeport maintenance facility as needed. Assists with the scheduling of vehicles for service and repairs; assists with motor pool vehicle reservations, including checking vehicles and signing them in and out; follows appropriate data entry procedures as established by the accounting division other duties as required.

TYPICAL PHYSICAL REQUIREMENTS: Sit for extended periods; frequently stand, walk, kneel, and crouch; physical ability to lift and carry 50 lbs unassisted and greater than 50 lbs with assistance; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; normal verbal communication skills; ability to operate office equipment such as computers, telephones, calculators, copiers, and FAX machines. Ability to lift heavy or bulky items overhead.

TYPICAL WORKING CONDITIONS: Work is performed typically in an office and warehouse setting. Work conditions may include an environment with frequent loud noises, fumes, strong odors, slippery surfaces, and moving parts. There is frequent contact with staff and the public. The incumbent may

work other than the normal 8 a.m. to 5 p.m., along with weekend, overtime, and holiday work assignments if deemed necessary.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles, methods, and practices pertaining to the operation of an equipment maintenance and repair shop;
- Principles, methods, and practices pertaining to purchasing policies, procedures, and ordinances.
- Principles of accounting, accounting codes, project, building, and road codes, budgets and budget line items.
- Sales and use tax rates.
- Tools, parts, and supplies needed for the repair and maintenance of automobiles, heavy equipment, and other equipment and machinery.
- Procedures, sequence, and time required for repairs and maintenance tasks. Parts and supplies needed for repairs.
- Tools, materials, and supplies needed for construction, maintenance, and repair of buildings, parks, campgrounds, roads, airports, and other facilities.
- Janitorial tools, chemicals, materials, and supplies.
- Tools, materials, supplies, safety equipment for landfill operations.
- Safety equipment and uniforms provided by County for employees, vehicles & equipment.
- Methods, practices, and procedures for inventory control;
- Bar code systems;
- Basic accounting skills;
- Organization, functions, activities, and regulations of public agency purchasing;
- Sources of materials, supplies, tools, and equipment;
- Safe work practices;
- Word processing and spreadsheet programs;
- Automotive and heavy equipment parts catalogues.

Ability and willingness to:

- Learn county and departmental purchasing policies, procedures, and ordinances.
- Develop purchasing proposal requests;
- Operate a forklift, pallet jack, and box dolly;
- Work independently and productively with little direct supervision
- Maintain clear and accurate records;
- Establish and maintain cooperative working relationships;
- Follow written and/or oral instructions with minimum supervision;
- Use computers for inventory tracking and accounting tasks;
- Process and input data into the CAMS Accounting Program.

REQUIRED TRAINING AND EXPERIENCE: Any combination of education and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

A strong background with word processing and spreadsheet programs; **OR**
Two (2) years experience with computer data entry programs; **AND**

Two (2) years prior experience ordering parts, maintaining warehouse and inventory controls for a fleet operations facility, facilities maintenance operation, or other public facilities.

Special Requirements: Possession of a valid driver's license, ability to learn to operate a forklift. May be required to work other than 8:00 AM to 5:00 PM shift.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.