

PURCHASING & INVENTORY COORDINATOR

MAJOR FUNCTION

This is a position related to the procurement and inventory of a wide variety of equipment, and supplies, materials and parts. Inventories include, but are not limited to, preventive maintenance functions, refurbishment materials and kits, replacement components, and other items specific to the department of assignment.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Prepares and processes purchase orders for the acquisition/replenishment of routinely needed supplies, parts and materials.
- Conducts parts and materials use historical tracking for the purpose of ensuring proper inventory and supply levels at all times.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders.
- Performs records management functions associated with inventory tracking, re-ordering, and budget tracking.
- Performs research in obtaining price quotes for regularly required and special project items; evaluates cost impacts of necessary materials, parts and supplies.
- Determines most efficient purchases based on availability and cost.
- Develops and maintains effective working relationships with outside vendors, internal departments and co-workers.
- Provides recommendations regarding most cost efficient methods when price extends beyond personal budgetary authority.
- Maintains and reconciles computerized inventory; ensures parts/supplies are properly charged to shop work orders.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

PURCHASING & INVENTORY COORDINATOR

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Occasionally functions as a lead worker for a small group of employees (1 or 2) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice and assistance to others on work assignments

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

Graduation from high school or equivalent or graduation from an approved automotive vocational or trade school; with a minimum of three years experience in stock and supply maintenance and distribution, with at least one year experience in records management, obtaining bid quotes, and computerized inventory procedures; or an equivalent combination of training and experience.

Licenses

Valid Florida Driver's License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with customers and employees of the organization.

Mathematical Skills

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.

PURCHASING & INVENTORY COORDINATOR

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Problem Solving Abilities

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Can explain records.
- Requires judgment regarding use of equipment, tools or material.

Specialized Skills and Abilities

- Strong organizational skills, and the ability to communicate clearly and concisely both orally and in writing.
- Considerable knowledge of tools, parts, supplies and related materials used in the preventive care, refurbishment, and repair of equipment.
- Extensive knowledge of prescribed methods of conducting complete inventory and records management systems.
- Working knowledge of the practices and methods of equipment mechanics.
- The ability to access, input, and retrieve information from the computer.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

To accomplish the tasks of this position, the employee will be required to operate the following machines and equipment: inventory management equipment, computer, calculator and other general office machines.

PHYSICAL DEMANDS

While performing the duties of this position, the employee will occasionally be required to sit, climb

PURCHASING & INVENTORY COORDINATOR

or balance, stoop, kneel, crouch, or crawl, and smell, and lift up to fifty pounds; will regularly stand and walk, and lift up to twenty-five pounds; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk or hear. Special vision requirements are close, distance, and color vision and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and outdoor weather conditions. The noise level will be loud.

Established: 10/01

Pay Grade: 10

Job Description Number: 5020

Category: 5

Status: NE

Revised: 6/2010