

WAREHOUSE & PURCHASING TECHNICIAN

Position Code:

WC Code:

FLSA Status: Non-Exempt

Pay Grade: 347 (\$32,620 - \$51,016)

Location: Finance

Approval Date: 2011

General Statement of Duties

Performs responsible paraprofessional work in the in the warehouse and purchasing functions.

Distinguishing Features of the Class

An employee in this class is responsible for coordination of materials associated with the purchasing and warehousing of materials and supplies used by the Town, including receiving, storage, staging, and inventory management of such materials. Employee is also responsible; for preparing bid documents and specifications, obtaining price quotes, placing orders, and performing related tasks in the purchasing function. Work requires accuracy and thoroughness in the record keeping duties and tact and diplomacy in the public contact duties. Work is performed under regular supervision and is reviewed through on site instructions, adherence to established purchasing practices and state laws and regulations, observation, and review of records.

Duties and Responsibilities

Maintain adequate, economical supply of all inventoried materials by establishing and maintaining a recommended min/max stocking levels.

Ensure that materials that require material safety data sheets (MSDS) are stocked in accordance with hazardous material procedures.

Verify material received as to specifications, purchase order and packing list.

Enter all received and issued warehouse items into the computerized inventory system.

Assign commodity codes for new parts and corresponding shelf and bin locations in the warehouse. Monitor stock to insure that space utilization is effective and relocate material as necessary.

Maintain continuous cycle count program and submit inventory adjustments to the Purchasing Agent as required.

Works with departmental staff in preparation of generic specifications for commodities or services needing bids; advertises bids or seeks competitive quotes; calls vendors to get prices; prepares purchase orders; coordinates purchase needs with department personnel and delivery times with vendors.

Obtains and evaluates price quotes and material quality; chooses vendors and places orders for purchases not requiring formal bids; compiles bid responses on formal bids; participates in evaluating vendor performance.

Performs data entry of purchase order information and generates/prints and distributes purchase orders.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Considerable knowledge of the principles and methods of purchasing, inventory control, record keeping, and warehouse operations.

Considerable knowledge of North Carolina General Statutes and local regulations regarding purchasing procedures.

Considerable knowledge of office management practices, equipment, and procedures.

General knowledge of purchasing computer applications.

Ability to work effectively with Town staff.

Ability to analyze prices and material quality.

Ability to follow established policies and procedures.

Ability to maintain, record, and keep accurate records.

Ability to establish and maintain effective working relationships with vendors, suppliers, and co-workers.

Physical Requirements

Must be able to physically perform the basic life operational functions of stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, and hearing.

Must be able to physically operate a variety of machinery and equipment including computer terminals, forklifts, hand tools, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are those for medium to heavy work.

Must possess the visual acuity to prepare and use figures, operate a computer terminal, and inspect the accuracy, neatness, and thoroughness of the completed work.

Minimum Education and Experience

Graduation from a community college with an Associate's degree in business administration or related field and two to five years of experience in a purchasing or warehousing operation in an automated environment; or an equivalent combination of education and experience.