

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PURCHASING INVENTORY ASSISTANT

Department: Fleet Management
Pay Grade: 103
FLSA Status: Non-Exempt
Job Class: 5063
Risk Code: 8810

JOB SUMMARY

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 JOB FUNCTIONS

- Processes purchase orders for the acquisition/replenishment of routinely needed supplies, parts and materials.
- Conducts parts and materials use historical tracking for 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 and re-ordering,
- Performs research in obtaining price quotes for regularly required and special project items;
- Determines most efficient purchases based on availability and cost.
- Develops and maintains effective working relationships with outside vendors, internal departments and co-workers.
- 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.
- Provides 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.
- Implements the organization's guiding principles and core values.

- Performs other related job duties as assigned.

SUPERVISION

This position does not supervise any employees.

QUALIFICATIONS

Education and Experience:

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

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- 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.
- 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.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- 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.
- Ability to explain records.
- Organizational skills, and the ability to communicate clearly and concisely both orally and in writing.
- Knowledge of tools, parts, supplies and related materials used in the preventive care, refurbishment, and repair of equipment.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- 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.

PHYSICAL DEMANDS

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

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.