

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 COORDINATOR

Department: Utilities
Pay Grade: 107
FLSA Status: Non-Exempt
Job Class: 5020
Risk Code: 8810

JOB SUMMARY

Responsible for the procurement and inventory of a wide variety of equipment, 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.

ESSENTIAL JOB FUNCTIONS

- Prepares and processes purchase orders for the acquisition and 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.
- Ensures proper and timely payment of all invoices department wide.
- Tracks purchases in process to ensure timely receipt, matches to purchase order, and ensures 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.
- 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 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

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and three (3) years' experience in stock and supply maintenance and distribution; or an equivalent combination of education 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 and draw and interpret bar graphs.
- 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 and procedures to others.
- Ability to exercise judgment regarding use of equipment, tools, and materials.
- 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.
- Knowledge of the practices and methods of equipment mechanics.
- Strong organizational skills.
- 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

The work is sedentary which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. While performing the duties of this job, the employee will be occasionally be required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell; will regularly stand and walk; and will frequently be required to use hands to finger, handle or feel, reach with hands and arms, talk, and hear.

WORK ENVIRONMENT

Work is performed primarily in an indoor environment and will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and outdoor weather conditions.

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.