



**PROCUREMENT & WAREHOUSE SPECIALIST**  
(FLSA Non-Exempt)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION:**

To assist with the purchasing function for the Authority; by reviewing and processing purchase requisitions, receiving items purchased, and maintaining inventory and control records for items purchased.

**SUPERVISION RECEIVED AND EXERCISED:**

Operates under the direct and general supervision of the Procurement Manager.

**DISTINGUISHING CHARACTERISTICS:**

This position differs from the Procurement Manager by the lack of responsibility for the overall procurement, inventory, warehousing, distribution, and fleet management program of the Authority. Must have knowledge of tools, equipment, and hardware items; in addition to office supplies, and knowledge of inventory and warehousing methods. Responsible for the actual purchase, acceptance and accounting for Authority purchases.

**ESSENTIAL JOB FUNCTIONS:** *Duties may include, but are not limited to, the following:*

- Plan and make purchases for the various Authority departments based on established policies.
- Maintain a fixed asset database. Record and track all capital assets owned by the Authority to ensure accountability.
- Maintain an inventory control system for the Authority. Conduct an annual asset and physical inventory of equipment and supplies.
- Serve as a contract manager for service contracts, including maintenance of the leased vehicle fleet. Coordinate all contract maintenance on office equipment and vehicles. Maintain contact with vendors to ensure timely repair and service availability.
- Read and interpret HUD procurement guidelines and specifications.

- Research vendors, suppliers, and manufacturers for efficient and effective service. Develop new sources of supply.
- Maintain records as appropriate.
- Coordinate the disposal of excess property.
- Assist in the development of purchasing policies and procedures, implementing Federal, State, and local directives and statutes and other Authority programs.
- Interact with Accounting personnel to ensure reconciliation of invoices with purchase orders; facilitate prompt payment to vendors.
- Issue parts to Maintenance staff for assigned projects based on work orders presented. Assure that appropriate accounts/projects are charged.
- Receive and sign for materials at the warehouse. Account for material received and charge appropriate fees to projects as established by supervision. Log in and place inventory tags on items above an established value level.
- Stock various material items designated to be maintained in the warehouse. Maintain inventory controls by establishing order points to assure consistent availability of designated materials.
- Prepare warehouse orders for delivery, may deliver parts, supplies and equipment to various project sites. May pick up items at local vendors and deliver to job sites or maintain as warehouse inventory.
- Input data on computer system utilizing various software programs to include materials management, word processing, and database programs. Must be able to create various forms utilizing computer software programs.
- Operate a variety of industrial equipment and vehicles, including pickups and forklifts, in a safe and effective manner. Unload merchandise from common carriers.
- Maintain all warehouse areas in a safe, neat, and clean condition.
- Assist Procurement Manager in the performance of annual warehouse inventory and prepare detailed warehouse inventory and periodic status reports.
- Assist in the disposal of those items in surplus or beyond repair, as designated by the Procurement Manager.
- Maintain a professional and cordial attitude toward coworkers and clients.
- Maintain consistent and regular attendance.

**OTHER JOB FUNCTIONS:**

- Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge of: Principles and procedures of inventory control. Principles and methods of warehousing. General principles and methods of computerized inventory maintenance. Hardware, office supplies, and mechanical equipment used in maintenance and repair. Pertinent Federal, State and local codes, laws and regulations.

Ability to: Receive, issue, and account for materials and equipment. Gather and tabulate data. Organize work effectively and maintain accurate and systematic records.

Effectively review and process work orders. Effectively utilize inventory and record keeping systems, including computerized systems. Understand and follow oral and written instructions. Comprehend and interpret complex rules and regulations. Establish and maintain effective working relationships with others. Communicate complex ideas clearly and effectively both orally and in writing. Operate mechanical equipment and vehicles in a safe and effective manner. Operate standard office equipment. Operate a personal computer using various Windows-based application programs. Maintain the mental capacity to make sound judgments and the physical condition to accomplish assigned duties and responsibilities. Maintain confidentiality.

**LICENSES AND CERTIFICATIONS:**

Must possess and maintain a valid California Driver License, and a driving record acceptable to the Authority's insurance carrier. Possess, or acquire within 30 days, a forklift operators license.

**PHYSICAL ABILITIES AND WORK ENVIRONMENT:**

Must have the ability to drive an automobile and forklift, sit and stand for lengthy periods of time in an indoor warehouse environment. Stretch, bend, operate keyboard equipment, and lift and carry up to 50 lbs.

**OTHER:**

Provide proof of US citizenship or, if an alien, either lawful admission for permanent residence or authorization for appropriate work by the Department of Homeland Security.

**EXPERIENCE AND EDUCATION:** *Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Experience: Two (2) years of increasingly responsible experience in the public or private sector involving purchasing, warehousing, stock control, or parts management involving a wide variety of materials, supplies, and equipment. Must possess strong computer skills.

Education: Equivalent of the completion of 12<sup>th</sup> grade, supplemented by college level course work in business administration or a related field, or specialized training leading toward certification in the purchasing field.

Board Approved: