

CITY OF ARCADIA
STOREKEEPER/BUYER

DEFINITION

Under general supervision, to prepare purchase requisitions and maintain purchase records of parts, supplies, and equipment for maintenance services; to locate, purchase, and maintain inventories of parts, supplies, and equipment; and to receive, store, and issue parts, supplies, and equipment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Receive, examine, and process requisitions for parts, supplies, equipment, and services for the Public Works Services Department according to established policies.

Consult with appropriate vendors; receive and analyze quotations for relative prices and consistency with specifications.

Interview vendors in regard to purchasing and storing operations, types of material required, specifications, complaints, and problems arising in connection with purchases.

Assist in the coordination of the bidding process such as the development of specifications, opening and reviewing bid proposals and reviewing and analyzing cost submittals.

Maintain records showing current information on purchases completed and in process and sources of supply.

Coordinate and consolidate the needs of various personnel for standardized supplies, materials, and equipment.

Receive shipments of parts, supplies, equipment, and vehicles for the Public Works Services Department; confirm accuracy of shipments.

Store parts, supplies, and equipment; arrange warehouse and storage yard layout and space requirements.

Issue parts, supplies, and equipment to staff as requested; post parts information from shop work orders.

Maintain records of all purchases made for the Public Works Services Department.

Understand, operate and interface with Underground Service Alert (computer) and operators.

Review and recommend for payment all invoices for materials or services awarded by the Public Works Services Department.

Oversee the inventory code systems for the Maintenance Division bar code system.

Oversee the uniform program.

Maintain City files for the D.O.T. program.

Coordinate the purchase of residential meters for the rotation program.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices used in public agency purchasing.

Types of supplies, materials and equipment commonly used by a maintenance and water utility.

Principles and procedures of record keeping.

Inventory control principles and practices.

Basic bookkeeping principles.

Practices and methods of receiving and storing varied supplies, parts, tools, and equipment.

Modern office practices, methods, and computer equipment and software.

Principles and practices used in dealing with the public.

Basic mathematical principles.

English usage, spelling, vocabulary, grammar, and punctuation.

Pertinent Federal, State, and local laws, codes, and regulations.

City of Arcadia
Storekeeper/Buyer (Continued)

Occupational hazards and standard safety practices necessary in the area of warehousing.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Operate a forklift.

Ability to:

Understand the organization and operation of the Public Works Services Department as necessary to assume assigned responsibilities.

Evaluate quality and price of products to judge suitability of goods and alternatives offered.

Perform responsible purchasing and storekeeping duties involving the use of independent judgment and personal initiative.

Develop and implement warehousing, receiving, storage, and issuance procedures.

Prepare and maintain detailed and accurate general and financial records.

Prepare clear and concise reports.

Perform mathematical calculations quickly and accurately.

Respond to requests and inquiries for information regarding Public Works Services Department purchasing policies and procedures.

Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

Two years of purchasing and storekeeping experience. Experience as a storekeeper for a water utility and computer operation experience related to inventory control is highly desirable.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in purchasing, accounting, or a related field.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a forklift certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, twist, and lift 70 lbs.; exposure to outdoors; ability to travel to different sites and locations.

Effective Date: August, 1999

Revised: October, 2009