

BUYER/STOREKEEPER

Purpose Statement:

The job of Buyer/Storekeeper is done for the purpose/s of , under the direction of the Purchasing Supervisor, procuring assigned product lines; maintaining warehouse inventory levels; overseeing warehouse operations; maintaining the fixed asset inventory system; resolving complaints; and providing for timely delivery of warehouse stores, stock and outside orders throughout the District.

Essential Functions

- Cleans warehouse and work areas for the purpose of ensuring a safe and efficient workplace.
- Inspects warehouse equipment for the purpose of maintaining items in safe working condition.
- Maintains various files (e.g. receiving copy of purchase orders, vendor catalogs, etc.) for the purpose of providing required documentation and historical information.
- Monitors warehouse stock inventory levels for the purpose of reordering stock to maintain inventories at levels adequate to meet projected needs.
- Oversees warehouse operations (e.g. receiving, deliveries, requisitions, etc.) for the purpose of ensuring that department objectives are achieved.
- Performs physical inventories for the purpose of verifying stock and identifying losses.
- Receives stock (e.g. verifying, inspecting, unloading, storing, tagging, etc.) for the purpose of securing sufficient stores to meet District demands and maintaining satisfactory inventory levels.
- Researches discrepancies in deliveries, invoices, etc. for the purpose of tracking items, resolving complaints and/or ensuring accuracy of invoices.
- Responds to inquiries for the purpose of resolving problems and/or providing information and/or direction regarding the status of orders/deliveries.
- Utilizes the automatic ordering system for the purpose of processing purchase orders for warehouse stock.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Attends meetings for the purpose of receiving and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating equipment used in the warehouse; operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: safety practices and procedures; purchasing and stores procedures; pertinent policies, codes, regulations and/or laws; and purchasing trends

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and monitoring budget expenditures. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is some opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; significant climbing and balancing; significant stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 10% sitting, 30% walking, and 60% standing. The job is performed under with some temperature extremes and some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-Employment Drug Screening
Pre-Placement Physical Exam

Certificates & Licenses

Forklift Operator's Certificate

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clsfd 26