

**BANNOCK COUNTY**  
**CLASS SPECIFICATION**

**PURCHASING AND INVENTORY COORDINATOR**

Department: Road and Bridge  
FLSA Designation: Non-Exempt

Pay Grade: 7  
Effective Date: 8/05, 8/09

**Purpose of Class**

Directs and coordinates purchasing and distributing raw materials, equipment, machinery, and supplies for the Road and Bridge and Solid Waste Departments in Bannock County; manages inventory of tools, parts, and supplies for vehicle and light and heavy equipment maintenance and repair; performs related work as required.

**Primary Function**

The principal function of an employee in this class is to direct and coordinate activities of personnel engaged in purchasing and distributing raw materials, equipment, machinery, and supplies for the Road and Bridge and Solid Waste Departments by performing the following duties personally or through subordinates. Manages inventory of tools, parts, and supplies for vehicle and light and heavy equipment maintenance and repairs; performs a variety of administrative and clerical duties to maintain an inventory of tools, parts, and supplies to support the repair and maintenance of County vehicles and light and heavy equipment and overall operations of the Road and Bridge Department. Duties include researching costs, ordering, receiving, and inventorying parts requested by mechanics and Department. The work is performed under the direct supervision of the Shop Supervisor. An employee in this class performs the duties of other employees in the Road and Bridge Department as required. The principal duties of this class are performed in an office and automotive shop environment that may involve exposure to power tools and equipment and related hazards.

**Essential Duties and Responsibilities (will vary by assignment)**

- Prepares instructions regarding purchasing systems and procedures;
- Prepares and issues purchase orders and change notices;
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports;
- Develops and installs clerical and office procedures and practices, and studies work flow, and sequence of operations;
- Arranges for disposal of surplus materials;
- Reviews requisitions;
- Confers with vendors to obtain product or service information such as price, availability, and delivery schedule;
- Selects products for purchase by testing, observing, or examining items;
- Estimates values according to knowledge of market price;
- Determines method of procurement such as direct purchase or bid;

- Prepares purchase orders or bid requests;
- Maintains procurement records such as items or services purchased, costs, delivery, product quality or performance, and inventories;
- Discusses defective or unacceptable goods or services with inspection or quality control personnel, users, vendors, and others to determine source of trouble and take corrective action;
- Matches purchase order to receiving slip to invoice to verify receipt of goods and/or services before invoice is processed for payment;
- Expedites delivery of goods to users;
- Maintains the inventory of tools, parts, and supplies to support the repair and maintenance of County vehicles and light and heavy equipment;
- Maintains the inventory of supplies to support the overall operations of the County Road and Bridge Department;
- Manages the ordering, receipt, and distribution of parts and supplies ordered by mechanics, including performing cost research;
- Reviews computer generated orders placed, making corrections, additions, and deletions;
- Receives orders and ensures parts and supplies received match the order as placed;
- Logs orders placed and received into the computer and charges them to the repair order;
- Codes and forward invoices for payment;
- Reviews monthly vendor statements and invoices for accuracy;
- Requests bids for bulk orders;
- Transports components for repair;
- Performs customer service duties, including answering phone calls, providing information, and directing customers to the proper department or person;
- Maintains warehouse area in a neat, clean, and organized manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- May be assigned to perform duties with other Department crews;
- Transports and supervises jail inmate assigned to shop cleanup duties;
- Assists in organizing County surplus material auction;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Methods, techniques, equipment, and objectives used in inventory management, including but not limited to, parts and supply ordering, receipt, distribution, and accounting;
- Tools, equipment, supplies, and related items required for the support and operation of vehicle and light and heavy equipment maintenance and repair;

- Operation of computer programs and applications used in parts and supplies management and accounting;
- Operation of standard office equipment including a computer and job-related software;
- Recordkeeping methods, procedures, and objectives;
- English grammar, spelling, and punctuation;
- Basic math, bookkeeping, and accounting functions;
- Current office practices and procedures.

Ability to:

- Maintain an inventory of parts, tools, supplies, and related equipment required to support a vehicle and light and heavy equipment repair and maintenance operation;
- Maintain an inventory of parts, tools, supplies, and related equipment to support the operations of a road and bridge maintenance department;
- Operate standard office equipment, including a personal computer and job-related software applications;
- Research costs, order, receive, and distribute requested parts and supplies;
- Prepare and maintain records, documents, financial accounts, and related reports;
- Follow written and oral instructions;
- Establish and maintain effective working relationships with fellow employees, staff, vendors, and the general public;
- Perform time management, organizational, and scheduling functions, meet deadlines, and set task priorities;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a variety of clerical and administrative support duties;
- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions;
- Work independently, with minimal supervision, and make appropriate decisions in the absence of a supervisor;
- Operate a motor vehicle, including shop and fuel trucks;
- Communicate effectively both orally and in writing with the public, supervisors, and other County employees.

**Acceptable Experience and Training**

- High school diploma or GED equivalency is required and advanced training in purchasing, bookkeeping, or accounting is preferred;
- Two (2) years of automotive repair inventory control is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

**Special Qualifications**

- Idaho drivers license with Class B CDL, hazardous materials, and airbrake endorsements is preferred;
- Forklift operator certification is required.

**Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions; review documents and process them in a prescribed order; and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, agility, and balance, with or without reasonable accommodation, which permits the employee to work in an office and automotive shop environment, lifting or moving objects that weigh up to 100 lbs.