KING COUNTY

INVENTORY PURCHASING SPECIALIST II
DEPARTMENT OF TRANSPORTATION/FLEET ADMINISTRATION DIVISION

Hourly Rate Range: $17.3485 (entry) - $21.9903 (top)
Job Announcement No.: 03MD3502
Opening Date: 7/9/03 Closing Date: 7/18/03

WHO MAY APPLY: This position is open to King County employees who are career service employees, regular exempt employees, current probationary employees who attained career service status in a previous position, and the general public. Consideration will be given in the order listed above.

WHERE TO APPLY: Required forms and materials ***must*** be sent to: **ATTN: Recruitment Officer, 201 South Jackson St., M.S. KSC-TR-0313, Seattle, WA 98104-3856**, or hand delivered to **the Career and Employment Center** located at The King Street Center, 201 South Jackson Street. Application materials **must be received by 4:00 p.m.** on the closing date. (Postmarks are NOT ACCEPTED). Contact at (206) 296-6509 for further inquiries. ***PLEASE NOTE:*** Applications not received at the locations specified above will not be processed.

FORMS AND MATERIALS REQUIRED: (a) A King County Application; (b) resume; (c) cover letter describing how you meet or exceed the required knowledge, skills, and abilities; and (d) names and phone numbers of current and a minimum of 3 former supervisors.

Using a separate sheet, please respond to the following items. These items address important elements of this position and the information you provide will help determine your eligibility for further consideration.

1. List the type of vehicle and heavy equipment parts you have been responsible for ordering and disbursing.
2. List the type of construction materials and other merchandise you have been responsible for ordering and disbursing.
3. Describe the automated inventory control system you used to order, issue and inventory the items you listed in (1 & 2) above.
4. Explain how you identified and corrected discrepancies or variances.
5. Describe the type of material handling equipment you have operated, the materials handled and in what type of environment the work was done.
6. State the approximate number of line items you were responsible for and estimate the inventory value.

WORK LOCATION & SCHEDULE: King County ER&R Stores located at 155 Monroe Avenue NE in Renton. Forty-hour work week, Monday-Friday, 7:00am-3: 30pm **with shifts adjusted to meet customer requirements.** During emergency conditions, may be required to work 12 hours on and 12 hours off, seven days a week. This position is a nonexempt position under the Fair Labor Standards Act, and is overtime eligible.

POSITION DESCRIPTION: Primary duties include using a computerized inventory information system for ordering, receiving, issuing, and inventorying vehicle and heavy equipment parts, building and road construction materials, hardware, tools and safety supplies and traffic control devices in support of Fleet Administration, Roads Maintenance, Traffic Operations and other agencies. All transactions are interfaced with the King County main frame accounting system. Independently performs all functions described above for the assigned Stores operation. Duties may entail rotation of assignment to facilitate cross-training, store coverage during absences or long-term emergency situation. Working conditions include standing, walking, climbing stairs, lifting and carrying. Work is performed in warehouses and outdoors in all weather conditions.

PRIMARY JOB FUNCTIONS:

1. Obtain price quotes, research vendor sources and select vendors for standard and specialized parts, materials, supplies, tools, and services.
2. Work with vendors to resolve problems such as billing inconsistencies, quantity or product errors and contract interpretation.
3. Assist with or prepare and review bid specifications.
4. Manage inventory warehousing disbursements; document and set stocking levels; process inventory purchases; perform cycle counts and physical inventory audits; perform warehouse shipping and receiving; and demonstrate responsibility for material handling. Maintain adequate stock to meet user needs.
5. Monitor blanket purchase order expenditures.
6. Research alternative sources.
7. Conduct cost analysis to support cost savings for King County.
8. Identify and recommend strategies for surplus, sale and salvage of obsolete inventory items.
9. Train employees in other inventory/purchasing classifications in buying functions, new concepts, changing laws and updated procedures.
10. Monitor the use, storage and handling of hazardous materials.
11. Plan production and allocate resources for in-house manufacturing process.
12. Track warranties and supporting documents.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge equivalent to two (2) years experience working in an automotive or warehouse operation using a computerized inventory control system.
- Knowledge of basic warehousing equipment and supplies.
- Knowledge of purchasing procedures and practices.
- Knowledge of inventory control and management systems.
- Knowledge of heavy duty and industrial parts, fleet maintenance repair process.
- Knowledge of automated information reporting systems.
- Strong analytical and computer skills are required.
- Skills in interpreting and evaluating manuals and catalogs.
- Ability to operate forklifts and County vehicles.
- Ability to have predicable and reliable attendance.
- Strong customer service skills.
- Strong oral and written communication skills.
- Ability to work independently or in a team environment.

HIGHLY DESIRED:

- ASE Certification

NECESSARY SPECIAL REQUIREMENTS: A valid Washington State driver's license. Forklift operator certification within 6 months of hire.

SELECTION PROCESS: Competitive applicants meeting minimum qualifications may be contacted for an interview. Once an offer of employment has been made, beginning work will be contingent on passing a pre-employment drug screen and physical exam.

UNION MEMBERSHIP: This position is represented by Teamsters Local 117.

CLASS CODE: 8173 SEQUENCE NUMBER: 0016