

CITY OF GLENDALE

TITLE:	Materials Control Assistant	CLASS CODE:	365
REPORTS TO:	Materials Logistics Manager	GRADE:	22
DEPARTMENT:	Management & Budget	FLSA:	N
JOB SPECIFICATION DATE: June 16, 2006 cm			

JOB SUMMARY

Assists in the purchasing of consumable materials, supplies, and equipment. Assists with the warehousing and inventory control operation and oversees the city's scrap metal disposal program.

ESSENTIAL FUNCTIONS

1. Purchases consumable materials maintained at the warehouse for citywide use.
2. Verify receipt of merchandise ordered and adherence of order to agreed upon cost and specification. Arrange for return of damaged or defective merchandise.
3. Conduct scheduled inventory and prepare necessary reports as required.
4. Supervises storekeepers and clerical personnel in the absence of the Materials Control Supervisor. Represents Materials Control Supervisor at meetings in his absence.
5. Communicates with customers, vendors, suppliers, co-workers, and management to locate competitive sources and prices for products.
6. Creates and maintains a variety of computerized records such as vendor lists, inventory files and reports, finance records, and status reports.
7. Maintains contract agreements and monies received for vending machines citywide.
8. Oversees city's scrap metal disposal and sale program
9. Develops procedures for warehouse operations, receiving and dispersing products.
10. Manages donation programs for city to donate property to non-profit groups.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Purchasing methods and procedures including buying and inspection
Types of materials, supplies, and equipment commonly used in municipal services
Inventory control procedure and warehouse operations procedures
Office procedures and automated tracking and record keeping

Ability to:

Evaluate quality and price of products to judge suitability of goods and alternatives offered
Keep detailed and accurate records
Perform manual work in lifting and moving stock
Utilize equipment and parts catalogs and brochures to increase job-related knowledge of products
Communicate effectively verbally and in writing
Establish and maintain effective working relationships with vendors, city employees, and the general public

WORKING CONDITIONS

Warehouse setting. Requires lifting of equipment and supplies.

MINIMUM QUALIFICATIONS

Two years of college level coursework in business administration or related field and two years experience in purchasing and warehouse operations.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona driver's license