

Spokane County Library District

CLASSIFICATION: N07

POSITION TITLE:

Purchasing Specialist/Supply Technician

GENERAL PURPOSE:

The Purchasing Specialist/Supply Technician is responsible for acquisition of District goods, services and equipment, within their assigned materials specialty. Maintains all relevant purchase documentation and inventory records under their purview.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Responsible for the acquisition of District goods, services and equipment, excluding library materials and computer software and equipment. Identifies specifications; conducts price comparisons; and selects vendor meeting criteria such as price, quantity, quality and delivery date, and places orders within established guidelines. Orders supplies for district-wide library programs, special-order items, janitorial supplies, items for maintenance personnel, as well as furniture, fixtures and equipment, within designated level and scope of authority.

Receives and inspects incoming shipments for quality and quantity of materials received; verifies vendor invoices against the original purchase order; resolves issues concerning the receipt of damaged or defective items, and/or invoice and payment discrepancies with vendors before submitting invoices to accounts payable; secures credit adjustments for damaged, erroneous or deficient shipments as warranted.

Examines and analyzes library or department purchase requisitions or orders for completeness and accuracy of information; contacts department or initiator to clarify or complete information. Provides vendor information and order updates to district staff. Assists library staff in resolving problems with purchased goods and/or merchandise currently in use by District libraries or departments.

Maintains the District supply inventory; initiates procurement or disposal action when recommending items to be added or deleted from inventory. Maintains the automated inventory records for office and library supplies and reconciles the inventory records with the end of the year physical inventory. Analyzes inventory data and initiates necessary action to revise the inventory items and/or quantities carried. Prepares a monthly Supply Catalog, including new products and deleted items, for posting on District Intranet.

Serves as the District's primary point of contact for repair and maintenance of District owned or leased equipment, and as liaison for issues related to the District's contracted courier service. Reviews and approves invoices for services. Refers requests for service to maintenance staff as appropriate; may contact service providers or vendors as needed.

Responsible for the shipping & receiving area where all incoming deliveries, including new library materials for Collection Services, are received and all outgoing materials are staged for pick up by the courier service. Organizes and maintains other storage areas reserved for janitorial supplies, recycled materials awaiting removal, and/or areas where excess District property are stored.

Maintains confidentiality of all privileged or sensitive information as required. Prepares correspondence and reports for all supply and purchase activity; prepares and distributes end of the Month Supply and Retail Issues reports. Maintains and updates the District "Fixed Asset

and Controlled Items” inventory database, and assists in conducting the annual fixed asset inventory and in reconciling the physical inventory count with fixed asset records.

Attends work on a regular and dependable basis.

Performs other tasks as assigned.

SUPERVISION:

Reports to the Finance and Accounting Manager. Does not supervise.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Candidates selected for employment must satisfactorily demonstrate the following knowledge, skills and abilities during a prescribed trial period, and afterwards, for continued employment.

Knowledge of:

- Basic business bookkeeping practices and inventory control.
- Purchasing practices and procedures; inventory control.
- English usage, spelling, punctuation and grammar; basic mathematical calculations; and modern office procedures, methods and computer equipment.

Skill in:

- Use of computer software, including word processing, database, spreadsheet, and other specialized software.

Ability to:

- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain detailed and accurate records.
- Perform independent research in carrying out administrative and technical duties.
- Communicate effectively both orally and in writing.
- Prioritize tasks, meet deadlines, work accurately, and maintain confidentiality.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual performing the duties in this position is required to sit or stand for long periods of time, as well as hear, see, speak and listen to individuals in a respectful and professional manner in order to successfully communicate with District staff and the public.

Must be able to use hands and fingers to handle, feel, or operate objects, tools, or controls such as a computer keyboard, mouse, or other device; perform repetitive motion using hands, wrists and arms. Physical exertion is necessary to push/pull and/or lift items weighing up to 40 pounds, move and relocate office supplies and equipment, and use rolling ladder/steps in order to reach items stored in higher locations.

Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and ability to read materials in print or electronic format.

Must be able to transport oneself to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent. Associate degree in business, accounting, or related field preferred. Three years' general office experience with at least one year of recent purchasing experience; public sector experience preferred. Associate degree may substitute for up to two years of experience. Proficiency with word processing and spreadsheet software required; Microsoft Office preferred. Experience in automated inventory management, accounting, and purchasing systems preferred. **Or** any equivalent combination of education, training, or experience that ensures satisfactory performance of essential job functions.

Should be able to pass a background check.

Valid driver's license and normal risk insurability preferred.

ILLUSTRATIVE EXAMPLES OF THE TYPES OF TOOLS/EQUIPMENT THAT MAY BE USED BY A PERSON IN THIS POSITION:

General office equipment including personal computer (mouse, keyboard, and monitor) with associated office software; multi-line telephone, scanner, fax, copy machine, calculator, and the Internet.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work alternates between an office environment and working in supply & receiving area and supply room. Office work is ordinarily sitting at a desk or computer terminal for extended periods. Some travel to a variety of locations to perform work and/or attend meetings is required. The noise level is usually moderate. May be exposed to dust, fumes and/or odors on an occasional basis. Meeting deadlines, frequent interruptions, and working under moderate levels of stress are illustrative of the environmental requirements of the position.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Non-Exempt Salary Range: NO7
Revised: 06/28/10; 10/12/12; 09/16/2013; 01/20/16

I agree I have been given a copy of my current job description. I am aware it is my responsibility to understand the duties expected of me. If I do not understand, I will discuss my duties with my supervisor.

Signature

Print Name

Date