

INVENTORY SPECIALIST V

GRADE: 12

GENERAL DESCRIPTION

Performs highly advanced (senior-level) inventory work; Overseeing Inventory files pertaining to Machinery and Equipment, Buildings, Roadways, and Other structures such as parks and landfills; monitoring inventory operations for compliance with established procedures; Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees accounting records of purchases, assigns inventory numbers to items, and maintains inventory and stock control records

Oversees Inventory files and prepare monthly reports for Fixed Asset Division and other Departments such as Auditors and Budget Office

Conducts (Periodically) physical inventory count and Reconcile with Inventory Books

Oversees estimates of supplies and merchandise needs, and approves requests for replenishing supplies and merchandise

Oversees and maintains an inventory database including pictures of heavy equipment, buildings, Roads, and other Inventory at management discretion

Disposes of surplus property, and arranges and rotates if necessary

May prepare purchase orders

May train others

May assign and/or supervise the work of others

Secures the best competitive prices from vendors

Ensure an efficient system of Inventory management and control, and recommends improvements

Develops inventory control program guidelines and policies

May operate a forklift

Performs related work as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from an accredited four-year college or university with a Bachelor's degree in business, public administration or a related field. In addition a minimum of five (5) years of experience in governmental accounting or inventory control.

Experience and education may be substituted for one another using the following guidelines: Two (2) years of experience may substitute on (1) year of education with a maximum substitution of two (2) years:

Three (3) years of college/university in course work described herein including minimum of four (7) years of experience in related or equivalent government work.

Certificates, License & Registration

Applicant must have a current valid Texas operator's driver's license

Must be able to be insured by the County's insurance carrier

Knowledge, Skills, and Abilities

Knowledge of Inventory practices, methods, and procedures

Ability to transfer Inventory from one location to another, and review Inventory policy for Compliance

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

PURCHASE ORDER SPECIALIST III

GRADE: 11

GENERAL DESCRIPTION

Under the direction & supervision of Purchasing Agent, manages the overall operation of Purchase Order functions and responsibilities. Directly handles the requisition, Purchase order process and ALIO system. When necessary and/or required, seeks approval of agreement requiring Commissioners' Court approval. Handles the obtaining of legal counsel approval as to form of documents. Creates and maintains operating and/or capitol copier leases for Hidalgo County. Develops and creates training schedules for all procurement personnel as may be needed. Documents the internal education/training of those charged with the procurement function. Assures continuous education of Purchase Order Specialists. Establishes cross training of staff. Creates, develops and implements production schedules and performance measures of Purchase Order Specialists. Reviews and assess the auditing effectiveness of Purchase Order Specialists and all other function related to or necessary for the efficient and effective operations of the Purchase Order staff.

EXAMPLES OF WORK PERFORMED

Obtain materials and services for Hidalgo County by evaluating department requisitions and vendor quotes to determine the most responsible supplies. Work to keep customers satisfied, ensuring all purchases are legal

Analyzes department requisitions to determine which vendors provide materials, services, and products at the best price and delivery

Issues purchase orders for all commodities assigned or as requested

Prepares price quotations, sends out, receives, evaluates, makes recommendations for purchase, and issues purchase order if evaluation criteria is met

Creates and administers bid specifications, quotations, and proposals according to state law and County procedures. Evaluates and recommends best bid

Issues purchase orders and resolves problems arising from nonconforming specifications, poor services, late delivery, cancelled orders, improper invoicing, and back orders

Prepares bid specifications for annual price agreements and issues bid. Conducts bid opening and makes award recommendations

Monitors existing bids to ensure compliance; Conducts renewals/bids and initiates new ones as required

Resolves invoicing problems to ensure prompt payment for all purchase orders issued

Attends interdepartmental planning meetings where long-range goals involve the purchasing function

Performs all other related duties involved in the operation of the business as assigned or required

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum Bachelor's degree or equivalent in Business related field from an accredited school of higher learning. National Certified Purchasing Manager designation preferred; Minimum of six (6) years experience in related area (i.e. federal, state or local government or University System). Two (2) years experience maybe substituted for one (1) year of education such as;

Associates degree with ten (10) years direct purchasing experience or 1 year of education with (12) years direct purchasing experience

High School/GED Diploma with (20) years direct purchasing experience

Knowledge, Skills and Abilities

Excellent written and verbal communication skills required

Interacts with the Commissioners Court, Elected Officials, Department Heads, Department Staff and/or Private Business Organizations and the general public

Computer knowledge and experience in Excel, word processing and computerized purchasing system required

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

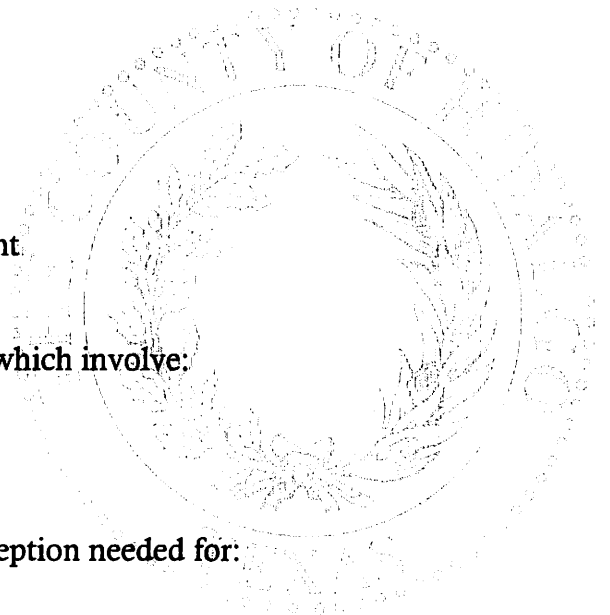
- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations



SURPLUS SPECIALIST II

GRADE: 08

GENERAL DESCRIPTION

Performs advanced (senior-level) inventory work; Overseeing surplus inventory from various departments pertaining to machinery, equipment, furniture, computers, and other items; Manage inventory for compliance with established procedures; Works under moderate supervision with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Develop and maintain a database for assets up for auction and assets that can be transferred to departments in need of assets

Reconcile Surplus Inventory Reports with Accounting Records on a monthly basis

Prepares auction list and agenda items to present to Commissioners' Court for approval of disposition of assets through auction, destruction, etc

Prepares and submits the auction reports after each auction within the guidelines of the Fixed Asset Manager

Maintains the County Website with current information regarding auctions and any surplus asset available to County Departments

Coordinate and assist with Inventory Surplus (picking up asset(s) from the departments and delivering the item(s) to the current auctioneer)

On a yearly basis conduct an inventory of the warehouses (County Surplus Warehouse and the Auctioneer's Warehouse) and submits reports to the Fixed Assets Manager

Conduct yearly trainings to County Departments in regards to surplus procedures and proper submission of forms

Performs other tasks and duties as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and/or Education

Graduation from an accredited four-year college or university with a Bachelor's Degree in Business, Accounting or Finance

Experience and education may be substituted for one another using the following guidelines; Two (2) years of experience may substitute one (1) year of education with a maximum substitution of two (2) years:

Three (3) years of college/university in course work described herein including minimum of two (2) years of experience in related or equivalent government work.

Certificates, Licenses & Registration

Applicant must have a current valid Texas Operator's Driver's License.

Must be able to be insured by the County's insurance Carrier.

Knowledge, Skills, and Abilities

Knowledge of Accounting, inventory practices, methods, and procedures

Both verbal and written communication

Organizational and customer service skills

Ability to transfer inventory from one location to another

Operate a variety of office equipment including a computer

Proficient with MS applications such as Excel and Word

Experience with general clerical work

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job; the noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

