

## **CENTRAL TEXAS WORKFORCE BOARD POSITION DESCRIPTION**

**Title/Classification:** Purchaser and Inventory Specialist

**State Salary Group:** B14 (\$31,144 - \$49,134)

### **GENERAL DESCRIPTION**

Performs routine (journey-level) purchasing and procurement work. Work involves purchasing and procuring commodities, equipment, and services using guidelines, rules, policies, and laws. Work involves tracking and transferring inventory and monitoring operations inventory for compliance. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

#### **Purchaser**

- Requisitions and orders merchandise, supplies, and equipment using guidelines, rules, policies and laws.
- Prepares, reviews, and tracks purchase orders.
- Prepares and reviews bids and orders to verify accuracy, terminology, and specifications.
- Prepares and distributes bid invitations to vendors.
- Reviews and tabulates bids and orders to determine lowest and best bids or bids that provide best value.
- Audits invoices and checks for accuracy, receipt of material, and compliance with purchase orders.
- Tracks the status of requisitions and purchase orders.
- Processes receipts of purchases.
- Maintains and reviews various purchasing and procurement reports and records and maintains files.
- Assists with emergency purchases.
- Assists with determining operational minimum and maximum inventory levels.
- Assists with negotiating settlement complaints and resolving disputes.
- Assists in monitoring legal and regulatory requirements pertaining to purchasing and procurement.
- Performs related work as assigned.
  - Receives, reviews, secures signatures, and processes Micro (single bid) and Small Purchase Quotation Forms (three-bids) for purchases of materials, equipment, supplies, and services in accordance with fiscal policies.
  - Prepares, prints, distributes, and tracks purchase orders for materials, equipment, supplies, and services.
  - May open and distribute incoming mail and prepare mail outs.
  - May perform back-up receptionist duties.
  - Assembles, organizes, and tabulates data and develops charts, graphs, and tables.
  - May make arrangements or obtain bids for repairs and services.
  - May inspect merchandise for quality and compliance with specifications.

#### **Inventory and Store Specialist**

- Coordinates store or warehouse operations, including stocking and issuing materials, equipment, supplies, merchandise, or other inventory.
- Coordinates, schedules, and conducts inventories on stock and merchandise; reviews inventory control records and reports; and reviews and maintains inventory databases.

- Coordinates the disposal of surplus property or spoiled products and the arrangement and rotation of merchandise.
- Reviews and maintains accounting records of purchases, assigns inventory numbers to items, and monitors inventory and stock control records following loss prevention and agency guidelines.
- Reviews pricing and identification of merchandise according to agency policies and procedures, stocks shelves and store merchandise as required, and provides assistance to customers in finding products and making selections.
- Prepares and reviews estimates for supply and merchandise needs; prepares purchase orders; and checks, verifies, and approves requests for replenishing supplies and merchandise.
- Verifies the receipt of inventory or retail merchandise shipments and oversees the loading and unloading of stock and merchandise.
- Records sales and collects cash, receipts, and coupons according to established guidelines and fiscal control procedures for retail environments.
- Assists with reviewing property management procedures, policies, and controls and may recommend improvements.
- May negotiate with vendors on pricing for merchandise and other stock.
- May supervise the work of others.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **EXPERIENCE AND EDUCATION**

Experience in the purchasing and procurement of goods and services. Graduation from an accredited two-year college or university required. Graduation from a four-year college or university with major coursework in business administration, public administration, or a related field is generally preferred. Experience and education may be substituted for one another.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of purchasing and procurement methods and procedures, of state procurement principles and practices, of assigned commodities and products on the open market, of supply sources, and of the principles of business administration and accounting.
- Skill in problem solving.
- Ability to perform arithmetical computations, to evaluate bids, to develop methods and procedures for locating supply sources, to maintain a system of record keeping, to maintain effective working relationships with vendors and suppliers, and to communicate effectively.
- Knowledge of inventory and stock control record keeping, of retail sales practices and procedures, of customer service, and of standard business practices.
- Skill in the use of a computer and applicable software.
- Ability to track equipment and furniture transfer and assignment, to review operations inventory for compliance, to follow prescribed inventory control standards, and to communicate effectively.

### **REGISTRATION, CERTIFICATION, OR LICENSURE**

May require certification as a Certified Texas Contract Developer (CTCD), formerly known as a Certified Texas Purchasing Manager (CTPM).