

## **WAREHOUSE PROCUREMENT AND INVENTORY PLANNER**

### **JOB DESCRIPTION**

**Classification Responsibilities:** The Warehouse Procurement and Inventory Planner is responsible for journey-level procurement and inventory planning duties associated with two centralized warehouses. This class performs procurement duties to purchase materials, supplies, and equipment (up to \$25,000) for the two centralized warehouses and special projects for various City departments, as well as forecasting inventory needs. Duties include: for purchases of \$25,000 or less, meeting with City department staff to discuss purchasing needs and specifications; preparing informational quotations; reviewing, evaluating, and awarding bids; ensuring that the materials are received and reorder points are set; responsibility for resolving a variety of issues with suppliers, including incorrect shipments, and materials that do not meet specifications; acting as the escalated level for billing and invoicing errors or problems; working with City department users on ordering and delivery of contract items for City projects, and ensuring items are set aside and ready when the project starts; monitoring Council awarded contracts to ensure availability of contract dollars, and to verify that contract limits are not exceeded; preparing renewal paperwork following purchasing procedures; working with City department staff to evaluate formal bids and recommend awards to the Purchasing Unit; entering Master Agreements into the purchasing system, including reorder information; and maintaining a database of pricing and adjusting when necessary. Inventory planning duties include: analyzing weekly reorder reports to determine stock levels, and ensures that the required stock is available at all times; forecasting inventory needs with the goal of reducing inventory levels while still maintaining adequate supply to fill orders at a 90% fill rate; and determining reorder points for stock items based on demand and lead time for products and delivery. This class assigns and reviews work of subordinate staff, and prepares performance appraisals and other disciplinary forms as needed. This class performs related duties as required.

**Distinguishing Features:** This class is distinguished from the Procurement Officer class by the level of difficulty of the purchasing duties performed. The incumbent works independently and with considerable initiative in performing the assigned duties. The position must use decision-making skills in assuring that the warehouses are appropriately stocked, within budget, at all times for City department's use. The incumbent reports to the Mail, Print, and Materials Administrator who monitors work progress through meetings, conferences, and results achieved. This classification is FLSA exempt-professional.

### **QUALIFICATIONS**

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Any combination of training, education, and experience equivalent to graduation from an accredited college or university with an Associate's Degree supplemented by or including coursework in procurement, accounting, materials management, or other related subjects. Good (1 - 3 years) experience performing journey-level purchasing duties (example: preparing specifications and informational quotations; reviewing, evaluating, and awarding bids; etc.). At least one year of supervisory or lead experience.

**Special Requirements.** None.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Good (1 - 3 years) warehouse, inventory, or materials handling experience is preferred. Possession of Certified Professional Public Buyer (CPPB) certification or similar certification is preferred. Personal Computer (PC) experience (example: Microsoft Office or other purchasing or inventory database) is highly desirable.

## **ESSENTIAL FUNCTIONS**

**Communication:** Communicates effectively with coworkers, various City employees, suppliers, salespersons, and vendors to discuss purchasing needs and establish and maintain effective working relationships. Responds to questions from other City departments regarding product specifications and City purchasing policies and procedures. Prepares requests for informal quotations; bid tabulations; statistical and narrative reports; and various other documents. Verifies accuracy of budget and accounting information provided by other City departments.

**Manual/Physical:** Meets with City department staff to understand their supply needs, and review and/or write specifications for various warehouse supplies and special projects. Secures price quotations and/or specifications for prospective purchases from various vendors and suppliers. Participates in bid tabulation, and places orders for materials, equipment, and supplies. Handles purchasing assignments such as obtaining telephone quotations, placing orders against open contracts, etc. Operates a variety of standard office equipment, including a PC, calculator, copier, and facsimile machine. Monitors council approved purchases to verify that they do not go over approved limit, and processes requests for additional funds if needed. Establishes and maintains database files and manual files relating to the purchasing and inventory functions.

**Mental:** Prioritizes own work. Assists coworkers, vendors, and others with questions related to purchasing policies and procedures. Determines the purchasing and inventory needs of City departments served. Analyzes bids submitted and identifies the best bid. Analyzes purchase contracts and agreements, and interprets terms and conditions. Analyzes various inventory reports to determine stock levels and ensure required stock is available. Uses various reports to determine inventory needs. Determines reorder points for stock items based on demand and lead time for products and delivery. Conducts research and performs cost analyses relevant to assigned projects or contracts. Comprehends and makes inferences from a variety of written material. Learns the laws, ordinances, rules, and regulations governing the purchase of commodities and services for the City. Works with customers to determine the method and source of a purchase. Resolves work-related problems and acts as the escalated level for billing and invoicing errors or problems. Comprehends and makes inferences from written material. Resolves billing inaccuracies with suppliers. Negotiates for return or replacement of inaccurate shipments. Verifies receipt of items to be paid. Supervises and assigns work to subordinate personnel, and determines work priorities daily. Prepares performance appraisals for subordinate personnel.

### **Knowledge/Abilities:**

Knowledge of:

the methods, policies, and procedures involved in purchasing a large quantity and variety of materials, supplies, and equipment;  
the various grades and qualities of materials, supplies, equipment, and parts available to be purchased;

the sources of supply, current market conditions, price trends, and new product development methods and sources;

the principles and practices of municipal finance, budgeting, and accounting;

warehousing methods and practices;

municipal purchasing procedures, methods, and techniques;

City purchasing ordinances and related management policy; and

bookkeeping, accounting, and inventory principles applicable to assignment.

Ability to:

exercise initiative in the performance of assigned duties;

explain purchasing policies and procedures clearly and concisely to employees and vendors;

purchase a variety of City materials, supplies, equipment, and services;

determine the needs of various City departments served;

prepare specifications, informal quotations, bids, technical specifications, and contractual agreements;

conduct research and apply independent judgment and technical knowledge to analyzing bids, making awards, evaluating merchandise, and comparing specifications and prices of competitive items;

apply proper descriptive terminology or specifications to requisitions for materials, supplies, and equipment;

maintain working knowledge of the products available through the Arizona State Joint Purchase Contract, and other cooperative purchase contracts;

operate a variety of standard office equipment including a PC, calculator, copier, and facsimile machine;

communicate effectively, both verbally and in writing; and

establish and maintain effective working relationships with management, coworkers, requisitioning officials, suppliers, contractors, salespersons, and the public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 11/18

NF/ya/js

CS4517.DOCX

EEO-PROF

JOB FCTN-ADM

INCREMENTS 62-200

PAY GRADE: 46

IND-8810

SWORN-No