STOREKEEPER/ACQUISITIONS SPECIALIST

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class perform activities related to supplies, services and materials management, shipping and receiving, inventory control, customer service, purchasing within delegated limits, and preparatory accounting for vendor payment processing.

Storekeeper/Acquisitions Specialist I - 30000053

Distinguishing Characteristics

The entry level of this class typically performs a wide range of material handling tasks. It is distinguished from the Storekeeper/Acquisitions Specialist II in that it has limited purchasing responsibilities. It is distinguished from the Procurement Specialist class in that it provides material handling support and does not conduct centralized purchasing procedures.

Typical Duties/Examples of Work

1. Makes recommendations and provides data to centralized procurement function for negotiation and monitoring of annual supply contracts.

2. Does preparatory accounting for vendor payment processing.

3. Expedites orders with vendors.

4. Receives, stocks, issues, disburses, ships and disposes of materials; coordinates efforts with other staff, various end users and vendors; assures compliance of received materials with applicable technical specifications.

5. Properly handles and stores materials including hazardous materials; maintains material safety data sheets.

6. Cleans and refurbishes salvaged goods for storage and reissue; maintains a clean and safe work area; maintains security of stored supplies

7. Operates forklifts, pallet jacks, hand trucks, overhead cranes and other materials handling equipment, including limited use of large articulated front-end loader.

8. Maintains inventories, records, participates in physical inventory and cycle counts; maintains computer records; may maintain fixed asset records and process property disposal.

9. Verifies supplier certifications and compliance with Bureau, City and State requirements.

10. Advises employees in possible application of stored goods in unusual circumstances or requirements.

11. Recommends policies and procedures to supervisors

12. Responds to calls to work during emergencies.

13. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: tools, processes and techniques of acquisitions and materials handling; computer-assisted business/financial programs; business mathematics; application of stored goods to practical uses; standard warehouse and storage techniques; safe working practices

Ability to: read and apply technical specifications; explain range and application of goods for practical situations; effectively use computer-assisted business/financial programs; maintain records; enter data; review transactions and perform calculations; communicate effectively; establish and maintain effective working relationships with co-workers; work constructively in a team

Skill in: receiving, issuing, handling and inventorying materials

Special Requirements

Valid state driver's license; forklift operator certification.

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99.
June 2009 - Change Job Class number from 0405 to 30000053, due to system change.

Storekeeper/Acquisitions Specialist II - 30000054

Distinguishing Characteristics

The journey level of this class typically performs all class duties. It is distinguished from the Acquisitions Specialist I by the fact that it entails mostly purchasing up to a higher delegated limit, with less emphasis on material handling and may work at an independent or autonomous location or unsupervised work site.

Typical Duties/Examples of Work

1. Performs the duties of an Acquisitions Specialist I with an emphasis on purchasing up to a designated limit with limited checks and balances, such as when the supervisor is at another location or must otherwise rely on the position to perform work independently.

2. Serves as a stand-alone primary resource on technical issues related to the function.

3. Orders/purchases supplies, equipment and services up to delegated limit, on a limited basis.

4. Requisitions supplies, equipment and services priced above delegated limit, on a limited basis.

5. Advises other Bureau staff of appropriate purchasing procedures and regulations.

6. Reconciles procurement card statements.

7. Maintains petty cash; creates and maintains computer records.

8. Responds to calls to work during emergencies; may be trained and appointed as a team member of City of Portland/Bureau emergency management structure for Logistics

9. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: commercial codes and public purchasing laws and regulations.

Ability to: work independently with a minimum of supervision or peer review

Skill in: evaluating and selecting goods and services for acquisition in area of assignment; purchasing supplies, services and materials

Special Requirements

Same as Acquisition Specialist I.

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:
410 Storekeeper Revised 01-18-83
June 2009 - Change Job Class number from 0406 to 30000054, due to system change.

Automotive Parts Specialist - 30000055

Distinguishing Characteristics

The journey level of this class typically performs all class duties. It is distinguished from Storekeeper/Acquisitions Specialist by its specialized focus on automotive parts acquisitions, storage and distribution.

Typical Duties/Examples of Work

1. Issues automotive parts, tools, and equipment to automotive mechanics from stock supply in accordance with prescribed methods; assembles and fills orders by requisition; occasionally picks up and delivers materials, unloads and arranges supplies on shelves, bins, or other receptacles.

2. Advises automotive mechanics regarding parts substitutions based upon specification comparability, price and availability.

3. Orders from parts houses parts and equipment that are not in stock but are required immediately for a mechanical repair.

4. Check quality and number of items received against invoices or waybills; posts information to stores records and perpetual inventories; makes recapitulations and other reports on materials; takes physical count of materials for inventory purposes.

5. Cleans storage areas and keeps work areas orderly and neat.

6. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: wide variety of light and heavy-duty vehicle parts and supplies; Automotive equipment and internal combustion engine operating principles and repair practices; methods, forms, and terminology used in the receipt, storage, and issuance of automotive parts; computer assisted business/financial programs; business mathematics; safe working practices.

Skill in: receiving, issuing, handling and inventorying materials.

Ability to: keep accurate records; follow oral and written instructions; read and interpret parts catalogs; effectively use computer-assisted business/financial programs; maintain records, enter data; review transactions and perform calculations; establish and maintain effective working relationships with supervisors, other employees, and suppliers; work constructively in a team.

Special Requirements

Valid state driver's license; forklift operator certification; physical strength to lift and carry weight up to 100 pounds; physical agility to stoop, reach, and climb when stocking or pulling stores.

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:
430 Auto Parts Specialist Adopted 10-19-82
June 2009 - Change Job Class number from 0407 to 30000055, due to system change.

Storekeeper/Acquisition Specialist III - 30000056

Distinguishing Characteristics

The level of this class typically performs all class duties and is distinguished from the Acquisition Specialist II class by prioritization, review and analysis responsibilities. This class may provide lead direction and training to storekeeper staff.

Typical Duties/Examples of Work

1. Plans, schedules, prioritizes and coordinates work; determines resource needs of work group; directs work of a crew or work group.

2. Reviews and prioritizes the work of and provides training and guidance to assigned staff.

3. Oversees the operational activities in an assigned acquisitions functional area.

4. Ensures continuity of operations in the absence of the Bureau Senior Stores System Manager and/or Supervisor.

5. Researches, drafts and recommends to supervisor policies and procedures related to acquisition activities as well as automated inventory and database control systems.

6. Performs analysis of all functional areas for decision making by the supervisor, including cost and pricing trends; inventory levels and activity; economic reorder points; shelf life status; damage, discrepancy and returns status; shipping and transportation costs; accounts and billing reconciliation; also includes data analysis of various productivity and benchmarking criteria for supervisorial use.

7. Oversees the preparation of requisitions, LPOs, POs and delegated contract amounts; performs recapitulations, tallies and other statements regarding stock movement of inventory; authorizes issuance of stock after review of orders; inspects damaged or returned materiel and authorizes disposition; arranges for factory service or repair.

8. Performs primary quality control/quality review.

9. Responsible for database management including City of Portland required programs and Bureau/local programs and City of Portland procurement card.

10. Performs Fixed Assets accounting and reporting requirements.

11. Provides relevant training to coworkers including computer applications, relevant acquisitions courses and peripheral courses; recommends appropriate training to the supervisor.

12. Performs related duties as assigned and/or delegated by the supervisor.

Required Knowledge, Skills and Abilities

Knowledge of: effective principles and practices of leadership, automated inventory control and database control.

Ability to: research, prepare and recommend policies for acquisitions operations; work independently with a minimum of supervision or peer review; maintain records; enter and analyze data; review transactions and perform calculations; prioritize, schedule and assign the work of others; perform quality control/quality review of relevant work. Also includes ability to develop and manage automated inventory control and database control.

Skill in: demonstrating techniques to others; providing training to others and reviewing training requests of coworkers for decision by the supervisor; providing direction to staff, including prioritizing, assigning and reviewing work.

Special Requirements

Same as Acquisition Specialist I.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

409	Senior Storekeeper	Adopted 02-21-84
411	Stores Supervisor I	Revised 02-21-84
412	Stores Supervisor II	Revised 08-17-82

June 2009 - Change Job Class number from 0408 to 30000056, due to system change.

Storekeeper/Acquisitions Specialist Lead - 30000057

Distinguishing Characteristics

The lead level of this class typically performs all class duties and in addition serves as a lead worker. It is distinguished from the Acquisitions Specialist II class by the lead assignment. Note: This is a premium pay class for assignment of lead duties. Employees do not accrue seniority or obtain status in this class. Employee is assigned from a base class.

Typical Duties/Examples of Work

1. Plans, schedules and coordinates work; determines resource needs of work group; directs work of a crew or work group including other journey-level workers.

2. Reviews the work of and provides training and guidance to assigned staff.

3. Responds to calls to work during emergencies.

4. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of effective principles and practices of leadership

Ability to: schedule and assign the work of others

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff, including assigning and reviewing work

Special Requirements

Same as Acquisition Specialist I.

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99.
June 2009 - Change Job Class number from 0409 to 30000057, due to system change.

Working Conditions

Work in this class is typically performed in a warehouse, shop and/or office environment. Incumbent is typically required to lift up to 50 pounds; to occasionally work outdoors; to operate materials handling equipment; to be called back to work during emergencies