

CITY OF SALINAS

PURCHASING CLERK

BARGAINING UNIT/CLASS CODE:

SMEA / H19

DEFINITION

To receive, store, price-label and issue supplies and equipment; to maintain adequate stock levels and inventory records on all goods; to deliver supply orders to City offices.

DISTINGUISHING CHARACTERISTICS

This is an entry-level class in the purchasing series and is distinguished from the Purchasing Technician class in that the more complex and administrative duties are not performed. Positions in this class typically have little or no directly related work experience, yet are able to perform all duties of the position within a relatively short period of time.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Senior Buyer, and indirect supervision from the Senior Purchasing Technician.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Receive, categorize, store, price-label, and issue supplies and equipment. Maintain adequate stock levels and inventory records on all goods. Conduct scheduled inventory; prepare necessary records and reports. Check receiving notices for discrepancies against purchase orders. Store supplies and materials in prescribed orderly fashion; insure efficient utilization of available storage space. Operate appropriate equipment to pick up, deliver and otherwise move freight. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 50 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Basic storekeeping and warehousing methods and procedures including inventory control. Basic recordkeeping methods and procedures. Safe operation and maintenance of stockroom equipment. Safety hazards and appropriate precautions applicable to work assignments.

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Ability to:

Learn types and costs of supplies, materials and equipment commonly used by a local government agency. Maintain records and stock levels. Perform arithmetic calculations accurately and rapidly. Establish and maintain effective working relationships with others. Operate forklift if position is located in Maintenance.

Skills to:

Operate 10-key to complete accurate calculations.

License or Certificate:

Possession of a valid California Driver's license.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities equivalent to completion of a 12th grade education and formalized training or work experience that demonstrates the skill and ability to perform all of the described duties within 6 months from date of hire.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 8-05