

## Intercity Transit

### JOB TITLED: Inventory Specialist – Purchasing & Payables

<b>BAND</b>	<b>GRADE</b>	<b>SUBGRADE</b>
<b>B</b>	<b>2</b>	<b>2</b>
<b>DEPARTMENT:</b> Executive	<b>DIVISION:</b> Procurement	<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISION RECEIVED FROM:</b> Inventory Supervisor	<b>SUPERVISION EXERCISED OVER:</b> N/A	<b>PAY GRADE:</b> B22
<b>SUMMARY:</b> Performs purchase order processing and financial system data entry, complies with procurement policies and procedures and collaborates with team members to ensure that inventory levels are adequately maintained so as to minimize disruption to agency operations.		
<b>DISTINGUISHING CHARACTERISTICS:</b> Performs specialized tasks and activities in support of the agency’s Procurement, Finance, and the Vehicle Maintenance and Facilities divisions. Performs specialized and specific activities requiring knowledge of accounting concepts, inventory control procedures and purchasing procedures, receiving procedures and techniques. Work is performed within general parameters.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Applies critical thinking skills to the procurement of materials, parts, components, equipment, fuels, lubricants, paint, fabrics cleaning solvents/detergents, building materials, shop tools, chemicals, paper products, supplies and services in support of Agency Vehicle Maintenance and Facilities divisions.	Daily (15%) B2
2.	Creates and processes purchase orders for maintenance and facilities inventory and supplies for submission to the Finance Department for payment. Reconciles monthly credit card statements for inventory, maintenance and facilities. Audits and reconciles work orders, purchase requisitions, shipment paperwork, and invoices for accuracy. Creates ad hoc reports using available data in our financial systems. Responds to external accounts payable inquiries. Initiates external accounts payable inquiries.	Daily (30%) B2
3.	Responsible for daily fuel reconciliations, including the ability to research and correct errors and maintaining accurate fueling/odometer readings for agency fleet. Maintains fuel system database for users and vehicles.	Daily (20%) B2
4.	Assists Vehicle Maintenance personnel in researching and finding parts.	Daily (5%) B2

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<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>
5.	Researches suppliers and obtains information about their goods and services. Analyzes information about product availability, price, quality and technical information. Interviews supplier representatives in determining the suppliers' potential value to our supply chain.	Daily (5%) B2
6.	Coordinates Inventory activities with lead Maintenance and Facilities personnel to ensure successful projects and campaigns.	Daily (5%) B2
7.	Prepares inventory data for monthly, quarterly, and year-end reporting requirements. Ensures that required reports are in compliance with established audit standards.	Monthly (5%) B2
8.	Obtains and maintains technical expertise in the use of financial and fleet maintenance systems, fuel monitoring and tracking systems.	Occasionally (5%) B2
9.	Prepares for and participates in the bi-annual physical inventory as well as periodic evaluations.	Quarterly (A1) (5%)
10.	Operates forklift and other equipment in the handling of heavy equipment, supplies and materials. Maintains current safety training requirements.	Occasionally (5%) (A1)
11.	Provides internal oversight for agency archiving. Manages off-site archiving by coordinating pickups, returns, and destruction of Agency records.	Monthly 5% (B2)
12.	Performs other duties of a similar nature or level.	As Required
13.	Must meet regular time and attendance standards.	Always

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**Knowledge** (position requirements at entry):

Knowledge of:

- Inventory control practices and procedures;
- Warehousing concepts;
- Procurement practices;
- Basic Accounting principles;
- Bid analysis methods;
- Financial, purchasing, fleet maintenance and facilities software;
- Modern office equipment and computers;
- Applicable Federal, State, and Local laws, rules, and regulations;
- Mathematical concepts.

**Skills** (position requirements at entry):

Skill in:

- Conducting research on materials and parts and developing specifications;
- Preparing reports;
- Problem Solving
- Working within a team
- Accounting concepts
- Knowledge of Microsoft Office, Excel, Access, Outlook and Word; 10 key operation;
- Negotiating principles;
- Conflict Resolution;
- Customer Service Principles;
- Handling multiple tasks simultaneously;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Training and Experience** (position requirements at entry):

Associates Degree in a related field and three years directly related experience in purchasing, and/or inventory; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Must be able to obtain Lift-Truck Operator's Certification
- Washington State Drivers License.

Must submit to criminal background check the results of which must meet hiring criteria for the role.

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**Physical Requirements:**

Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to dusts, poor ventilation, inadequate lighting, workspace restrictions, strong odors from chemicals, and intense noises.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**NOTE:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

**Classification History:**

Draft prepared by: Christine DiRito, 11/2007

Final prepared 1/16/08 CD

New Position: 2008 Budget

Revised: 6/1/09 + background ✓'s; CDiRito

Revised: 9/16/2011 Comp Class Review: HR

Revised: 9/2013/2014 Agency Reorg - Procurement moved to Exec Dept & Maint & Facilities now divisions: CD

Revised: Title change due to addition of a Inventory Specialist (*formerly Inventory Assistant*). This is now 1 of 2 Specialist positions.

Revised: 10/8/19 to reflect purchase order duties. SJB