

# MONROE COUNTY SHERIFF'S OFFICE

## **CLASS TITLE: Purchasing Assistant**

Pay Range: 09  
Exempt: No  
Shift: 8 HR w/Holidays

This class involves the purchasing of equipment, materials and supplies for the MCSO supply room in accordance with professional purchasing procedures, including the assisting in selecting vendors and obtaining quality materials for the best price.

This class also involves planning inventory levels and generating purchase orders for supply room inventory items to ensure these levels. The work involves work related to the operation of the supply storeroom, and involves all facets of inventory accounting and control.

### **QUALIFICATIONS REQUIRED:**

Must have a high school diploma or its equivalent, with at least two years of experience and/or training that includes accounting and/or purchasing and one year of experience working with inventories. Must be detailed oriented. Computer experience preferred.

### **JOB COMPLEXITY:**

Responsible for insuring that an adequate level of inventory is maintained. Plans for seasonal adjustments in inventory levels. Communicates with vendors on scheduling and shipping issues.

Responsible for ensuring that inventory received is properly accounted for, and inventory issued is properly charged out. Maintains an accurate and reasonable inventory.

### **CONSEQUENCE OF ACTIONS:**

Failure to maintain an adequate level of inventory could result in safety and health issues for departments within the agency.

### **ASSETS:**

Shared responsibility for the agency inventory with an approximately value of \$200,000, based on turnover.

### **WORK CONTROLS:**

Work is performed independently under the general supervision of the Purchasing Agent.

### **PERSONAL CONTACTS:**

Most contacts are with members of the Agency, Trustees and vendor delivery personnel. Frequent contact required with vendors on issues concerning scheduling, shipping and receiving.

### **SAFETY OF OTHERS:**

Indirectly responsible for the safety of others working within the correctional facility due to the presence of trustees working within the supply room. These trustees have access to items that could potentially be used as weapons.

**PHYSICAL EFFORT:**

On occasion, work does require significant physical effort beyond that encountered in everyday normal activities. Must be able to lift up to 75 pounds.

**HAZARDS:**

Work is performed in work surroundings that may on occasion present significant hazards.

**WORK ENVIRONMENT:**

Work is primarily performed in a typical office setting. However, on occasion, work is performed within the dorms of the correctional facility.

**SUPERVISORY AUTHORITY:**

Position shares supervision of 1-2 people.

**PERSONNEL SUPERVISED:**

Position involves supervising trustees

**EXAMPLES OF DUTIES:**

Coordinates and processes all documentation associated with the procurement of supply room items. Obtains quotes from vendors for items needed.

Processes purchase orders for the supply room inventory items. Accumulates relevant information that identifies the vendor and inventory items to be ordered.

Maintains all facets of the inventory on the computer software. This includes the inputting of receipts of inventory items from the vendor's packing slip and the distributions of the inventory supplies to the agency departments from the requisition slips.

Adjusts inventory levels for various reasons such as year end and hurricane season.

Posts adjustments to the inventory items as required.

Update inventory item costs.

On a routine basis, check integrity of the computer balance of inventory items through physical count.

On a routine basis, perform physical counts of the inventory items and compare to the computer for accuracy.

Establish par (re-order point) levels for each inventory item.

Establish re-order procedure based upon par levels for all inventory items.

Print reports on a weekly basis of :

- Issues
- Receipts
- Inventory balance
- Turnover

Print monthly reports of Issues and send to the Finance Department.

Inspect inventory/analyze reports for slow moving/discontinued items.

Backup for Inventory Specialist2 when required.

Performs additional functions as needed or as directed by the appropriate supervisors. These functions may or may not be directly/indirectly related to the duties and responsibilities indicated in this position description.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of inventory practices and procedures.

Knowledge to negotiate with vendors on delivery and shipping issues.

Ability to create/complete purchase orders.

Ability to type at a moderate speed and operate standard office equipment.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relations with other employees and the general public while working with possible stressful situations.

Ability to use microcomputer applications to complete tasks and assignments.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Revised 10/2003