



JOB ANNOUNCEMENT

General Public Vacancy

OPEN DATE: June 24, 2024

CLOSE DATE: Until Filled

JOB TITLE: Purchasing Warehouse Specialist

PAY RATE: \$15.00+ (based on experience)

DEPARTMENT: Finance

SUMMARY:

This job is a clerical position involving the purchasing, receiving, storing, issuing and inventorying of equipment, materials and supplies. Work performed is evaluated by direct observation and result of work.

DUTIES AND RESPONSIBILITIES:

- Maintains all programs of inventory control (computer program).
- Interacts with supervisors, employees, and vendors.
- Prepares all necessary monthly reports.
- Files vendor's offers, state purchasing contracts from vendors and state purchasing memos on products available to governmental agencies.
- Adds new vendors to current list, directs vendors calls to proper departments for purchase orders.
- Accepts salesmen's catalogs and cards, accepts State Purchasing Contract from awarded vendors.
- Responsible for sending out for quotes for all departments.
- Compiles and summarizes quotes for each department.
- Processes Wex fleet and Xerox payments.
- Orders inventory supplies and issues to departments.
- Assists purchasing agent in bid openings.
- Performs vehicle registration for new and old city vehicles.
- Maintains listing of vehicles with assistance from department.
- Retains listings for City gas cards.
- Conduct periodic inventories, and assists in the evaluation of all warehouse controls.
- May be required to attend meetings, trainings and seminars as needed.
- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- High school diploma or equivalent.
- One (1) year experience in clerical position or other position related to an inventory function.
- Must have computer knowledge.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain a New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS, ABILITIES:

- Basic knowledge of computer programs or data entry.
- Knowledge of all materials, supplies and equipment used by all City departments.
- Must be able to communicate (speak, read and write) both in English and Spanish.

WORK ENVIRONMENT:

- Work is performed primarily in an office setting 100 % of the time, working surface is on: even, flat/hard and/or carpeted areas; some travel and field work is required occasionally.
- Mobility factors; walks 5 % of the time, climbs stairs 2 %. Primary work positions; stand 5%, sit 95%.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

The employment application is available at:
<https://www.lasvegasnm.gov/general-7-1>

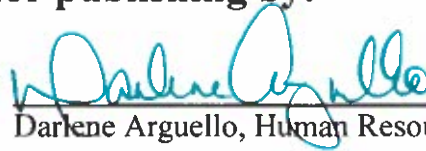
Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director