



JOB ANNOUNCEMENT

General Public

OPEN DATE: September 13, 2022

CLOSE DATE: Until Filled

JOB TITLE: Purchasing Warehouse Specialist

PAY RATE: \$14.89/hour

DEPARTMENT: Utilities Admin

SUMMARY

This job is a varied administrative and clerical position involving the operation of certain functions which apply to one or more departments of Utilities. Work is evaluated through the reports submitted and results of work performed.

DUTIES AND RESPONSIBILITIES

- Supervises, administers, and coordinates the activities of purchasing and warehouse activities.
- Coordinates purchasing with budgetary control and functioning.
- Controls and assists in bid preparation, product and cost information.
- Reviews all spec and forms.
- May be assigned to develop or coordinate special projects or programs.
- Conducts periodic inventories, evaluates and controls all warehouse inventories.
- Reviews and prepares monthly reports.
- Supervises the functions of receiving, and issuing items from the warehouse.
- Interacts with Supervisors, employees and vendors.
- Will be required to perform other related functions.

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.
- Must be able to interpret and/or administer various forms of purchasing agreements, contracts specifications and policy agreements.
- Knowledge of bookkeeping and inventory principles and methods.
- Knowledge of all materials, supplies and equipment used by all City departments.

Purchasing Warehouse Specialist

Page 1 of 2

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.

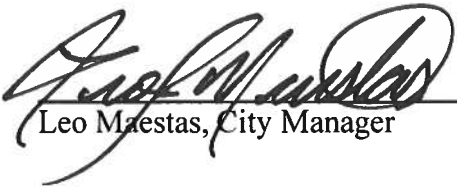
APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application. The employment application is available at:

<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: mgarcia@lasvegasnm.gov

Reviewed and approved for publishing by:



Leo Maestas, City Manager



Darlene Arguello, Human Resource Director