



JOB ANNOUNCEMENT
General Public Vacancy

OPEN DATE: August 30, 2024

CLOSE DATE: Until Filled

JOB TITLE: Purchasing Warehouse Specialist

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

DEPARTMENT: Utilities

DIVISION: Utilities Administration

SUMMARY:

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

DUTIES AND RESPONSIBILITIES:

- Supervises administrators and coordinates the activities of purchasing and warehouse activities.
- Coordinates purchasing with budgetary control and functioning.
- Controls and assists in bid preparation and product and cost information.
- Reviews all specs and forms.
- May be assigned to develop or coordinate special projects or programs.
- Conducts periodic inventories and 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.
- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- High school diploma or equivalent.
- Must have a minimum of one (1) year of experience in a governmental agency; or a college degree may be substituted for one (1) year of experience in a governmental agency.
- Must have computer knowledge.

EMPLOYMENT REQUIREMENTS:

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

KNOWLEDGE, SKILLS, ABILITIES:

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

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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