

**CITY OF MANHATTAN BEACH
GENERAL SERVICES COORDINATOR**

DECEMBER 2006

DEFINITION:

Under general supervision, the incumbent worker receives, checks, stores, issues, delivers, and maintains inventories of equipment and materials and does related work as required.

ESSENTIAL JOB FUNCTIONS:

The listed tasks are essential for this position and may include, but are not limited to the following: receives, examines and processes department requests for supplies, materials and services; evaluates and selects appropriate suppliers through the informal bid process; prepares specifications and standards in consultation with department representatives for contracts and for purchases requiring written bids; conducts and assists in facilitating the competitive bidding process, including bid opening, review and summary; receive and sign for delivered materials, supplies, and equipment; inspect incoming goods for proper quantity and quality of the delivery; fill requisitions for materials and supplies; respond to questions regarding stock items; take inventories and monitors supply levels; coordinate surplus property; input inventory changes in purchasing computer system; order supplies from vendors; operate a forklift; maintain shelves and deliver goods to departments; may contact suppliers to expedite the delivery of ordered materials; and may be required to work shifts, weekends, and/or holidays.

QUALIFICATIONS:

Training and Experience: Requires an A.A./A.S. degree from an accredited college and two (2) years of increasing experience in purchasing supplies and equipment. Additional qualifying experience may be substituted for the required education on a year for year basis. Municipal purchasing experience or a Certified Professional Public Buyer certificate (C.P.P.B.) certificate is desirable.

Knowledge, Skills, and Abilities: Must have knowledge of basic purchasing procedures, principles and methods; warehouse safety procedures; modern warehouse methods of receiving storing, issuing, and keeping records of materials, supplies, and equipment; skill in operating a desktop computer, 10-key calculator, phone, copy, and fax machine; ability to make arithmetic calculations; lift or move up to 100 lbs; follow oral and written instructions; ability to effectively communicate orally and in writing; and the ability to maintain effective working relationships with others.

License and Certificates: Must possess a valid California driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

While performing the duties of this job, the employee is frequently required to sit and talk or hear, walk, stand, stoop, use hands to operate, finger, and handle objects, controls, tools and equipment; may frequently lift and/or move objects up to 100 pounds. Specific vision abilities required include close, distance, and color vision, depth perception, and the ability to adjust focus. The noise level in the work environment is usually moderately quiet.