

**CITY OF MANHATTAN BEACH
GENERAL SERVICES COORDINATOR**

FEBRUARY 2018

GENERAL PURPOSE:

Under general supervision, performs varied and responsible purchasing and inventory control assignments; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The General Services Coordinator has greater knowledge of inventory management practices, purchasing procedures and materials specifications than the Purchasing Clerk. The Purchasing Manager is distinguished from the General Services Coordinator by having a broader responsibility for division and administrative policies, larger span of supervisor control and decision-making authority related to purchasing and inventory practices.

ESSENTIAL FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

1. Develops specifications of supplies, equipment, materials and services for various City-wide services using informal and formal bidding procedures; researches, evaluates quotes, and recommends/selects suppliers; purchases supplies.
2. Confers with vendors to obtain product or service information, such as pricing, availability, delivery schedule, and vendor's adherence to specifications
3. Assists departments with specifications and standards for contracts and for purchases requiring written bids
4. Assists in facilitating the competitive bidding process, by preparing and releasing formal bid invitations; evaluates and compiles bid results in spreadsheet format
5. Prepares reports, correspondence and written instructions related to purchasing and warehouse services for Purchasing Manager review
6. Analyzes alternatives and makes recommendations in areas such as purchasing, warehouse and surplus property to improve services and compliance with regulations
7. Reviews, evaluates, and updates forms and manuals
8. Informs other departments of purchasing standards and procedures; explains and provides training to staff regarding division procedures or policies
9. Perform warehouse functions including receive and signs for delivered materials, supplies, and equipment; inspect incoming goods for damage, proper quantity and quality of the delivery in conformance with purchase orders and shipping documents; fill requisitions for materials and supplies; respond to questions regarding stock items; take inventories and monitors supply levels, operate a forklift; maintain shelves, pick up supplies and makes deliveries from warehouse to departments as needed.

10. Performs annual inventory of warehouse and auto parts stock; identifies, recommends and removes obsolete stock; records inventory purchases and sales in data entry program.
11. Coordinate surplus property disposal

QUALIFICATION GUIDELINES

Knowledge of:

Laws, regulations, and ordinance related to procurement practices; principles, practices, and methods of administrative and organizational analysis; basic purchasing policies and procedures; warehouse safety procedures; modern warehouse methods or receiving storing, issuing, and keeping records of materials, supplies, and equipment; program evaluation methods; contract administration practices; effective business communications and proper English usage, including spelling, grammar and punctuation; report presentation technique.

Ability to:

Verify, interpret, analyze and reconcile purchasing and inventory control data; ensure proper authorization and documentation for purchases and disbursements; provide effective customer service; establish and maintain effective and cooperative working relationships with City employees, management, contactors, customers, vendors and others in the course of work; organize work and set priorities to meet deadlines; maintain records and files; communicate effectively, both orally and in writing; operate modern office equipment and computer hardware and use work processing, spreadsheet, graphics and other applications software; and operate a forklift.

Education/Training/ 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.

Licenses; Certificates; Special Requirements:

Must possess a valid Class C California driver's license and acceptable driving record.

Ability to obtain a Forklift Operator certificate.

This position may be required to perform shift work, work after hours, work weekends and/or holidays.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical Demands

While performing the duties of this job, the employee is frequently required to sit, see, talk, 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. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. Specific vision abilities required include close, distance, and color vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; interact with management, staff, vendors and others encountered in the course of work.

Work Environment

The employee works in office and warehouse conditions with variable temperature and occasional loud noise levels when operating a forklift or in the shipping and receiving dock areas. The employee is expected to drive a vehicle to make deliveries and attend meetings.