

CITY OF GLENDALE

TITLE:	Materials Control Specialist	CLASS CODE:	361
REPORTS TO:	Materials Logistics Manager	GRADE:	16
DEPARTMENT:	Finance	FLSA:	N
JOB SPECIFICATION DATE: June 7, 2007 aw			

JOB SUMMARY

Responsible for a wide variety of services and programs to city departments; shipping, receiving, deliveries, storing, recycling, disposal and moving.

ESSENTIAL FUNCTIONS

1. Receives, stores, and disposes of various equipment, materials and supplies for all city departments.
2. Inspects items received against packing lists, purchase orders and contracts.
3. Coordinates with vendors, departments, and buyers regarding missing items, damaged goods, incorrect goods or credits.
4. Responsible for programs including auctions, reallocating to city departments, exchanging and donating.
5. Provides delivery service to city departments.
6. Provides all departments with moving and storing services.
7. Audits and enters inventory information in the computerized perpetual inventory system, maintains and monitors computerized records. Tracks purchase orders, items received, backorders and prices.
8. Provides a wide variety of packing and shipping services for city departments.
9. Collects hazardous waste from city departments, prepares and packages for disposal, responds to non-emergency spills on city right-of-ways.
10. Organizes and maintains city departmental storage locker facility.
11. Manages inventory for Homeland Security and provides service as requested.
12. Tracks surplus and unclaimed property on spreadsheet. Provides information to City Clerk's Office.
13. Researches market value of vehicles and equipment to be processed for disposal.
14. Organizes a variety of donation programs.
15. Administers citywide departmental metals recycling program.
16. Coordinates material safety data sheets for OSHA citywide master file.
17. Provides training and assignment of duties to students, light duty employees, volunteers and other city personnel.
18. Maintains Excellence Award Program.

SECONDARY FUNCTIONS

19. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Warehouse or storekeeping methods and procedures
- Inventory, shipping and receiving methods
- Computer systems – Word, Excel, email
- General purchasing, requisitioning and contracting principles
- A wide variety of commodities used in governmental warehousing

Skill in:

- Operation of warehouse equipment such as: pallet jack, hydraulic lift gate, manual shift trucks, and forklift
- Perform accurate math calculations
- Operation of computerized inventory systems
- Customer Service

Ability to:

- Work with a computerized inventory system
- Lift moderate to heavy objects
- Establish and maintain effective working relationships with co-workers, city staff, vendors and the general public
- Make product comparisons
- Prioritize workload
- Follow procedures and directives

WORKING CONDITIONS

Warehouse setting. Requires lifting of equipment and supplies.

MINIMUM QUALIFICATIONS

Two years of experience in diverse storekeeping, preferably in a government agency. Must also possess two years of experience in customer service and working with Microsoft office products. Experience may be concurrent.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

- Valid Arizona Driver's License
- Rotating shift work required
- Subject to call back duty
- Must be able to obtain OSHA approved license for operation of forklift
- Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy