



POSITION DESCRIPTION

TITLE: Procurement & Inventory Specialist
CLASSIFICATION: Level 3
DEPARTMENT: Procurement
REPORTS TO: Administrative Services Specialist
SUPERVISES: None
LAST UPDATED: May 10, 2018

RESPONSIBILITIES: Highlights of this staff position include being responsible for various physical inventories on a daily, monthly, and yearly basis. This position is also responsible for fuel and mileage reports. The Procurement & Inventory Specialist will also be responsible for coordinating and receiving deliveries and investigating best pricing and procurement procedures for the Authority. This position will report to the Administrative Services Specialist.

EXAMPLE OF DUTIES

- Provides fare revenue counting coverage as scheduled / directed by Administrative Services Specialist.
- Conducts annual physical inventory for equipment and vehicles. Works with manager and/or appropriate staff to reconcile to Asset Listing.
- Fuel reports for both Diesel and CNG (Compressed Natural Gas)
- Responsible for the parts inventory using Dossier to order parts, maintain levels of parts stocked, and use Dossier for purchase orders and adjustments and barcoding of parts. Weekly visits to Easton garage to oversee inventory and maintain list for both garages.
- Use the Capital Planning tool for mileage reporting and major event overhauls.
- Acts as an authorized buyer, under the direction of the Administrative Services Specialist, for the Authority. Investigates best practices and ensures appropriate procurement procedures are maintained and followed on an ongoing basis. Assists with office supply ordering including office equipment as well as any other procurements or procurement related functions as directed by the Administrative Services Specialist.
- Conducts quarterly inventory on parts and completes all required inventory documents and reconciliations to ensure the Dossier system is in agreement. Works with Finance staff as needed to ensure accounting records are in agreement with Dossier records.
- Will be responsible to establish and maintain Easton garage direct deliveries of parts and supplies as appropriate.
- Maintain fuel cards for fuel per bus per day.
- Monthly reporting of invoice statuses to Finance by set due date.
- Coordinates and Receives deliveries daily. Responsible to ensure coverage when not in the maintenance area.

- Other duties as assigned to meet the needs of the Authority.

QUALIFICATIONS

- Minimum requirement of a High School diploma with a major course in business/accounting. Prefer advance degree in business, accounting or related field.
- A minimum of five years of experience inventory/purchasing, preferably in a transportation field.
- Demonstrate skills in accounting, personal computer usage, typing, and the use of office machines
- Ability to deal courteously and effectively with other LANTA employees, departments within LANTA, vendors and the general public.
- Must be able to lift up to 40 pounds.
- Position will require frequent lifting, twisting, reaching, and bending.
- Position works in both an air conditioned and non-air conditioned environment.

LANTA is an equal opportunity employer. In accordance with anti-discrimination law, LANTA prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, national origin, age, disability or genetic information. LANTA conforms to the spirit as well as to the letter of all applicable laws and regulations.