

ORDINANCE NO. 93-15 AC CMS

AN ORDINANCE AMENDING THE JOB DESCRIPTION FOR THE
ELECTRIC INVENTORY/PURCHASING CLERK
CITY OF OBERLIN, OHIO

BE IT ORDAINED by the Council of the City of Oberlin, County of Lorain, State of Ohio, a majority of all members elected thereto concurring:

SECTION 1. That the attached description of job duties for the Electric Inventory/Purchasing Clerk of the City of Oberlin, Ohio, is hereby amended, as set forth in the attached amended job description.

SECTION 2. It is hereby found and determined that all formal actions of this Council concerning or relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and of any of its committees that resulted in such formal action, were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

SECTION 3. That this ordinance shall take effect at the earliest date allowed by law.

PASSED: 1st Reading - March 1, 1993
2nd Reading - March 15, 1993
3rd Reading - April 5, 1993

ATTEST:


CLERK OF COUNCIL


CHAIRMAN OF COUNCIL

POSTED: April 9, 1993

EFFECTIVE DATE: May 6, 1993

ELECTRIC INVENTORY/PURCHASING CLERK

GENERAL STATEMENT OF DUTIES

Responsible for ordering, stocking, and maintaining records of all parts and materials used in and by the Electric Department.

SUPERVISION RECEIVED

Works under the supervision of the OMLPS Director or the Director's designee.

SUPERVISION EXERCISED

None.

JOB DUTIES

- Purchase, check and store all material purchased for distribution department; report faulty or damaged materials to suppliers.
- Communicate/negotiate with vendors regarding pricing and delivery terms; review comparable alternatives for various products, maintaining quality and standards while reducing price.
- Prepare monthly reports for OMLPS Director, Distribution Superintendent and Assistant to OMLPS Director/Bookkeeper; notify bookkeeper of all materials received and prepare purchase order requests.
- Take physical inventory annually and report to auditors.
- Visually check inventory levels on a regular basis and compare to computerized record; maintain records through issue ticket reconciliation.
- Expand/alter storage area, capacity, etc., as product demands fluctuate and/or as new products are stocked.
- Maintain part number labelling of stock as received, and maintain labelling of bins with location codes and stock numbers.
- Review and maintain minority business enterprise requirements; send report to OMLPS Director.
- Pull stock as requisitioned; assemble (if necessary) and record withdrawals.
- Keep warehouse clean and orderly, sweep floors, remove snow, etc.
- Keep informed of and/or search new and safer products, discuss with OMLPS Director possible improvements/replacements of outdated or unsafe items.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

High school diploma or equivalent. Good math ability and writing skills. Knowledge of electrical apparatus and tools used in power distribution. Inventory control experience with basic knowledge of computerized inventory systems and reports.

LICENSES AND CERTIFICATES REQUIRED

-- Valid Ohio Class A Commercial Driver's License.

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Paygrade: 9
F.L.S.A. Rating:

Classification: Provisional
Civil Service Rating: Classified -
Noncompetitive

Approved by City Council: