



# LARAMIE COUNTY

## JOB DESCRIPTION

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<b>TITLE:</b>	Parts Ordering Specialist	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Public Works	<b>REVISED:</b>	

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**Summary:** Under general supervision, purchases and accounts for parts and material for Public Works vehicles and equipment, and maintains inventory records and logs.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Obtains bids for parts and materials and orders items for inventory.
- Receives materials and supplies for stock inventory, reconciles packing list with purchase order, reviews documents for compliance to policy, and enters data into computer system; receives and processes materials in accordance with County policies and procedures.
- Reviews time sheets and extracts data on materials used; orders replacement materials as needed.
- Updates records for vehicle miles driven and equipment utilization, and prepares service requests as needed; reviews shop work orders, updates service files and orders inventory replacements.
- Inventories fuel storage tanks, gets bids for fuel, prepares fuel usage reports and prepares cost allocation invoices for agencies.
- Tracks fuel tank capacity, vehicle and equipment fuel utilization, and delivery quantities; calculates fuel utilization rates and checks actual utilization for loss differential.
- Maintain cleanliness and safety of work area.
- Performs other duties as assigned or required.

### Knowledge and Skills:

- Knowledge of County policies and procedures.
- Knowledge of basic shipping/receiving and inventory control practices and procedures.
- Basic purchasing principles and practices, and inventory control systems.
- Knowledge of the principles of accounting, record keeping and records management.
  
- Skill in performing duties in an organized, detail-oriented method.
- Skill in performing mathematical computations and analysis.
- Skill in operating a personal computer utilizing a variety of software applications.
- Skill in establishing and maintaining effective working relationships with County staff and the general public.
- Skill in effectively communicating verbally and in writing.

### Minimum Qualifications:

High school diploma or GED equivalent; AND four (4) year's inventory management experience; must have a valid driver's license.