

**CITY OF COLLEGE PARK, MARYLAND**

**CLASS SPECIFICATION**

**CLASS TITLE:** SUPPLY CLERK

**FLSA Status:** Nonexempt

**GENERAL CLASS DESCRIPTION:** Positions in this classification perform a variety of inventory control duties for the City's Public Works Department. Work involves requisitioning, receiving, issuing and inventorying supplies and equipment. Reports to the Public Works Supervisor.

**ESSENTIAL JOB FUNCTIONS:**

***The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.***

- Maintains a perpetual inventory of all items stocked; keeping daily records of additions and withdrawal from stock supply.
- Develops budget recommendations for assigned items and maintains analyses of budget expenditures.
- Inspects incoming supplies for quantity and condition, records their receipt and stores them in supply room.
- Takes periodic physical inventories to verify inventory records with actual supply stock.
- Keeps records on items used; identifies items that need to be ordered and replenishes stock.
- Deals directly with vendors to investigate prices. Performs comparative shopping to obtain the best price, quality and service.
- Orders all street signs and related items, and maintains stock and inventory on same.
- Keeps records of City fleet and related activities to include work orders and fuel and mileage records. Orders diesel and gasoline as needed.
- Coordinates directly with contractors, receiving bid estimates, reviewing estimates and recommending source selection on large new, repair and maintenance projects for Public Works facilities and buildings. Approves and signs for completed work.
- Issues, maintains and repairs hand and power tools used by Public Works Department.
- Maintains and cleans the stock room as necessary.

**KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.**

**Technical Knowledge:**

- General knowledge of inventory procedures and practices; and of City policies and procedures governing supply and equipment purchasing, issuing, record keeping and inventorying.

## SUPPLY CLERK

- General knowledge of the types of supplies used by the Department and the frequency with which they are used and reordered.

### Physical Requirements:

- Ability to move, store and unload equipment and supplies.

### Language Ability & Interpersonal Communications:

- Ability to read supply books, requisitions, and catalogs.
- Ability to communicate effectively and establish positive working relationships with department personnel, vendors and contractors.
- Ability to prepare requisitions, inventory records, and related reports.
- Ability to read and follow oral and written instructions.

### Environmental Adaptability

- Work is predominantly performed indoors.

### **ACCEPTABLE TRAINING AND EXPERIENCE**

Graduation from high school or equivalent with 1 - 2 years of experience performing inventory control work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver's license.

*College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*