



Invites Applications for the Position of: **INVENTORY CONTROL CLERK**

\$31.30 — \$38.05 Hourly DOQ/DOE
(\$65,112 — \$79,144 Annual Salary)
plus Excellent Benefits!

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Job Summary:

Under the general supervision of the Finance Supervisor, performs a variety of technical and professional duties including receiving, storing, issuing and ordering supplies, materials and equipment; maintains records of items received and issued. Inputs Purchase Orders and maintains computerized inventory and related records. Maintains the warehouse and storage areas in an orderly manner and ensures that all inventory items are properly labeled. Applies all standard safety practices.

Essential Functions:

Purchases supplies, materials and equipment in accordance with standard procedures and specifications including, but not limited to, interviewing vendors, reviewing catalogs and other sources to secure information. Obtains quotes by telephone or email; analyzes quotes, determines availability of goods and issues Purchase Orders. Consolidates purchases when possible to maximize benefits of large volume purchases.

Maintains records of all warehouse stock received. Receives and verifies delivery of incoming supplies, materials and equipment. Verifies quantities of items received against packing slips, inspects items for damage, and matches to Purchase Orders. Works with co-workers and vendors to resolve issues and problems such as stocking new items, damaged items and processing of returns. Performs holiday testing on valves to ensure they meet District requirements. Informs requestor of arrival of special order items.

Issues materials and supplies to District employees and contractors. Keeps accurate and legible records of issues, including the use of an on-line inventory system on a daily basis. Applies the issue to the cost center or work order receiving the issue. Maintains inventory and warehouse records.

Sets up, maintains and is the main contact for the uniform program. Deals directly with the vendor, including procuring uniforms and ensuring the ongoing supply and uniform maintenance. Monitors clothing vendor performance and makes decisions regarding damaged and replacement uniforms.

Monitors inventory levels regularly and restocks based on established reorder points. Reviews existing stock levels and recommends changes to reorder points. Informs the Finance Supervisor of reorder needs and reorders routine purchases. Follows the established approval procedures to reorder stock and nonstock items. Rotates stock and stores items in accordance with standard practices.

Maintains and updates bidder lists in cooperation with Purchasing Agent. Prepares quote lists and assists with proposals and opening of bids.

Works directly with Finance staff to resolve accounting related issues pertaining to Warehouse items received or issued.

Performs periodic test counts of inventory items.

Assists with year-end and interim inventories, as required, working directly with Finance staff. Ensures the warehouse is prepared for the inventory count.

Essential Functions (Continued):

Establishes, organizes and maintains efficient and logical layout of inventory in the warehouse and outside storage areas. Implements warehouse operating procedures and methods to ensure the cost effective operation of the warehouse facility. Maintains a neat and orderly warehouse and storage area, assigns locations for materials to be stored and ensures all items are properly labeled.

Trains other personnel on inventory techniques and equipment used.

Performs other assigned duties and related work as required.

Qualifications:

Education and experience equivalent to graduation from high school and at least four years of experience in a warehouse environment including purchasing and storekeeping. Incumbents must demonstrate the skills necessary to compose routine correspondence, reports, memos, calculations, etc., using word processing, financial system reporting functions and spreadsheet software. This position requires skills utilizing computers to process warehouse transactions with minimal errors and acceptable levels of productivity. Experience with an integrated accounting software is desirable.

Must demonstrate the skills necessary to operate a forklift and have the physical ability to receive, store, issue, and package parts and materials required for District work. Must have experience establishing and maintaining an inventory control system. Attention to detail is required. Must have experience pulling supplies for orders and maintaining inventory at optimum levels.

Experience with establishing and maintaining a system of minimum, maximum and reorder points to monitor inventory levels is desirable.

Must be a highly organized individual, able to transition throughout the day from purchasing, receiving deliveries to inventory management.

Must have a valid California driver's license, and be acceptable to the District's automobile liability insurance carrier.

Must establish and maintain effective working relations with all District personnel, contractors, vendors, and promote good relations with the public.

Benefits:

- Medical Insurance (Employee and dependents).
- Vision Care (Employee and dependents – employee contribution required).
- Dental Insurance (Employee and dependents – employee contribution required).
- Life Insurance (2 x Annual Salary).
- Accidental Death and Dismemberment Insurance.
- Disability Insurance (30-day qualification period).
- PERS (Public Employees Retirement System) Pension—employee contribution required.
- 13 paid holidays and 15 days of vacation.
- Paid sick leave.
- Deferred compensation match.
- College tuition reimbursement.
- Pre-tax spending accounts for medical and dependent care.
- Alternative work schedule (every other Friday off - optional).

The District:

Vista Irrigation District (District) was formed in 1923 to provide water to the community of Vista. The District also supplies water to portions of the cities of Escondido, Oceanside, San Marcos and some unincorporated areas of San Diego County. Located seven miles from the Pacific Ocean in northern San Diego County, Vista is the "climatic wonderland of the United States" with an average daily temperature of 74 degrees.

Rolling hills and a pleasant rural surrounding, combined with relatively affordable housing prices and a strong community, make Vista an ideal place to live and work. Vista has been recognized in a national publication as being one of the "50 fabulous places to raise a family." In addition to the beautiful beaches to the west, within a 60-mile radius of Vista can be found the dynamic city of San Diego and the Mexican border to the south, snow-capped mountains and majestic deserts to the east, and Disneyland and the Los Angeles metropolitan area to the north.

The District supplies potable water to over 29,000 customers in a 21,152-acre service area with a population of nearly 130,000 people. The District receives local water from Lake Henshaw, which it owns, imported water from Northern California and the Colorado River via the San Diego County Water Authority (Water Authority) and the Metropolitan Water District of Southern California and desalinated seawater from the Claude "Bud" Lewis Carlsbad Desalination Plant via the Water Authority. The District currently employs 89 people.

Regular employees in this position may join the Teamster Union. The Inventory Control Clerk is a non-exempt position and eligible for overtime compensation under the Fair Labor Standards Act and in accordance with District Policy.

Vista Irrigation District is "an equal opportunity employer" and will consider reasonably accommodating qualified disabled persons. Reasonable accommodations can include, but are not limited to, changing job duties, changing the work shifts, accommodating schedules, relocating the work area, and providing mechanical or electrical aids.

The provisions of this announcement do not constitute an expressed or implied contract, and any provisions contained herein may be modified or revoked without notice.

Selection Process:

The most appropriately qualified applicants will be invited to continue in the selection process which may consist of competency testing (including a practical exam), a written exercise and oral interviews by District personnel or qualified individuals from other public agencies or any combination thereof. The District expressly reserves the right to change the selection process in order to identify the most qualified candidates as required by federal and state law.

To help streamline the application and hiring process, we have implemented new recruiting software. All applicants will apply via our website at www.vidwater.org under the "careers tab". **We will no longer accept paper applications.** You will need to upload your resume and cover letter on our new application portal.

Job offers are contingent upon a pre-employment medical examination and drug testing.

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