

Date Posted: June 3, 2016

City of St. Charles
Employment Opportunity
Procurement Technician
Finance Department – Purchasing and Inventory Control Division
Full-Time

Job Description

This position is responsible for the receiving, storage, retrieval, and tracking of various materials, tools, equipment, and vehicles. Solicit quotes and purchase inventory and non-inventory materials via the internet, telephone, fax, or retail establishment. Monitor and retrieve electronic inventory records to ensure the appropriate stock levels of all items are available and maintained for the large (\$3,000,000+) inventory. Unload, stock, and deliver inventoried and non-inventoried items weighing up to 70 lbs. Inventory is stocked in a multi-level inside environment and outside compound area. Communicate with departments and personnel when materials are received and available. Operate and maintain of the City fueling system, which will require obtaining underground storage tank operator license. Assist the division manager with the City's online auction. This position may be upgraded to Division Manager when the need arises.

Requirements

Applicant must possess a high school diploma or equivalent, one (1) year of purchasing and inventory control/warehouse experience with knowledge of purchasing and inventory systems, principles and practices. Strong interpersonal communication skills for interaction with internal and external customers and the public, fundamental mathematics skills, the ability to write legibly, and strong computer skills (preferably with Excel, Word, Phoenix, Petrovend, CFA (computerized fleet analysis) and Infor/Lawson) are critical skills for the position. Possession of a valid CDL class driver's license, with appropriate endorsements (or receipt within six (6) months) and the ability to operate a forklift with a valid forklift operator license (or receipt of one within one (1) year) are required. Applicants must be able to lift 70 lbs., work under varying environmental conditions, respond to emergencies 24 hours a day, 7 days a week and carry a communication device.

This position has residency requirements which must be met within 1 year of hire. (See attached) If selected, successful completion of a background check, physical, functional capacity evaluation, and drug screen are required.

Salary

Starting pay for this position is \$26.79 per hour, per Teamster collective bargaining agreement.

Application Instructions

Apply on line at www.stcharlesil.gov/jobs by **June 26, 2016**. Complete the employment application, including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an Equal Opportunity Employer.

Residency Boundaries:

Commencing at the center of the intersection of Route 20 and IL Route 59 proceed westerly along Route 20 to Plank Road (Kane County Route 22 and 38), continuing west along Plank Road to County Line Road, continuing south along County Line Road to the Union Pacific Railroad tracks, continuing northwesterly along the Union Pacific Railroad tracks to the northerly extension of South Kincaid Street (on the west side of Maple Park), continuing southerly along South Kincaid Street extended southerly to IL Route 38, continuing southeasterly along IL Route 38 to County Line Road, continuing southerly along County Line Road to Perry Road (Kane County Route 4), continuing easterly along Perry Road to Harter Road, continuing southeasterly along Harter Road to Lorang/Dugan Roads, continuing south along Lorang/Dugan Roads to Route 30, continuing east on Route 30 to IL Route 56, continuing easterly along IL Route 56 to Galena Boulevard, continuing easterly on Galena Boulevard to Orchard Road, continuing northerly along Orchard Road to Indian Trail Road, continuing easterly along Indian Trail Road to IL Route 31, continuing northerly along IL Route 31 to I88, continuing easterly along I88 to IL Route 59, continuing northerly along IL Route 59 to Route 20, also including the City of West Chicago that is westerly of County Farm Road.