

Job Title: Inventory Clerk

Job Summary: This is an administrative non-exempt position responsible for overseeing and assisting with the receiving, issuing, handling, and accounting of the city assets in the inventory system.

Major Duties:

- Oversees and manages the process of issuing supplies, materials, and equipment to City employees; completes all necessary paperwork for stock items issued;
- Utilizes computer to properly account for issues, returns, receipts of new materials and associated back orders; inputs essential data on all materials handled; adheres to strict accounting procedures in this regard;
- Conducts weekly cycle counts of inventory materials based upon computer-monitored suggested re-order listing; assists in conducting complete physical inventory count annually;
- Organizes and maintains inventory and works with staff to ensure the efficient material storage and handling; maintains labeling system on all inventoried items; on occasion may manually stocks inventory shelving with stock items received or returned;
- Compiles and maintains records for fixed assets;
- Updates and prepares lists for proper sale and disposal of items declared surplus by the City Council on GovDeals;
- Performs related duties as required.

Knowledge Required by the Position:

- Knowledge of inventory control practices;
- Knowledge of computer terminal operation;
- Knowledge of hazards and safety precautions relating to equipment operation, loading and unloading of materials;
- Skill in operating of assigned equipment;
- Ability to establish and maintain effective working relationships with other employees and vendors; ability to organize items by broad and specific classifications;
- Ability to perform minor equipment maintenance and repair;
- Ability to follow standard safety practice and procedures common to equipment operation work;
- Ability to follow written and verbal instruction;
- Ability to maintain accurate records with some knowledge of mathematical conversions.

Supervisory Controls: The Purchasing Supervisor assigns work. Work is spot-checked in progress and reviewed when completed for accuracy, nature and propriety of the final results.

Guidelines: Guidelines include departmental and safety policies and procedures and supervisory instructions. These guidelines are clear and specific but may require some interpretation in application.

Complexity: This is administrative and technical work that consists of related inventory control duties.

Scope and Effect: The purpose of this position is to supervise the receipt and distribution of materials and supplies to City departments.

Personal Contacts: Contacts are typically with co-workers and vendors.

Purpose of Contacts: Contacts are typically to exchange information and provide services.

Physical Demands: The work is typically performed with the employee intermittently sitting, standing, walking, bending, crouching or stooping. The employee must frequently lift light and heavy objects, equipment and materials, climb ladders, and use tools or equipment requiring a moderate degree of dexterity.

Work Environment: The work is typically performed in and outdoors. The employee may be exposed to noise, dust, dirt, irritating chemicals, machinery with moving parts, and occasional hot, cold or inclement weather. This work may require the use of protective devices such as masks, goggles or gloves.

Supervisory and Management Responsibility: None.

Minimum Qualifications:

High School degree and/or Associate's degree in Business Administration or related field; two (2) to four (4) years of warehouse and/or inventory experience; equivalent combination of education and experience. Must be proficient in Microsoft Office Suite. Must have a valid Georgia drivers license.

Job Title: Building & Permit Coordinator

Job Summary: This position is responsible for coordinating and implementing the City permitting and building processes. The work involves a variety of highly responsible and complex clerical and routine administrative duties that support the Building & Permitting Section.

Class Characteristics: This is the full-performance non-exempt classification level.

Major Duties:

- Reviews permit applications; issues construction permits and other permits such as HVAC, plumbing, electrical, and building;
- Processes receipt charges for zoning applications, building permits, development permits, impact fees, and inspection fees;
- Provides information to internal and external customers about permits;
- Receives permit applications, checking for completeness; schedules pre-application meetings, as required; assigns issue date, routes to appropriate teams for review, and monitors for status; notifies customer of target date of permit issuance;
- Maintains computer input on permits and tracks their status; updates files on a daily basis;
- Investigates and resolves customer complaints;
- Performs administrative projects for management personnel;
- Research and compile background data;
- Maintain records and files regarding department administrative activities;
- Perform records management duties, including sorting, filing, indexing, purging, scanning, research, and retrieval of documents in paper and digital form;
- Performs research for building-related matters;
- Performs other related duties as assigned.

Knowledge Required by the Position:

- Knowledge of maintaining zoning and permitting files;
- Knowledge of or ability to understand and interpret municipal laws, policies, codes, and regulations;
- Knowledge of or ability to understand modern records management techniques;
- Knowledge of or ability to learn the legal requirements related to keeping and preserving all official building and development records;

Job Title: Building & Permit Coordinator (continued)

- Skill in using a variety of computer programs for administrative functions;
- Ability to communicate clearly and effectively, orally and in writing;
- Ability to read, analyze and interpret complex documents;
- Ability to prepare clear and concise reports and maintain minutes and important records;
- Ability to maintain confidentiality and exercise considerable skill in handling sensitive information and data;
- Ability to establish and maintain effective working relationships with city officials, employees and the public.
- Knowledge of modern office procedures and equipment;
- Consistently demonstrate ability to respond to changing situations in a flexible manner in order to meet current needs, such as reprioritizing work as necessary;
- Ability to take the initiative to make decisions/choices without direct supervision;
- Excellent knowledge of City ordinances, policies and procedures;
- Ability to carry out oral and written instructions;
- Ability to maintain an organized office environment;
- Ability to exercise judgment to resolve constituent inquiries.

Supervisory Controls: The work of this position is performed under the general supervision of the Community Development Director or designee.

Guidelines: Guidelines include state and federal laws and regulations governing municipal administration; City and departmental rules and regulations, and City zoning and development ordinances, policies and procedures.

Complexity: Work consists of a variety of technical and administrative duties.

Personal Contacts: Contacts typically occur with co-workers, developers, builders and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information, resolve conflicts, solve problems and provide services.

Job Title: Building & Permit Coordinator (continued)

Physical Demands: This work is performed indoors in an office setting and involves occasional light lifting.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: None.

Minimum Qualifications: Associate's degree or two (2) years of college or technical coursework required supplemented by three (3) years of experience performing administrative support and clerical duties in a permitting and development office or for public officials; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; ability to accurately type a minimum of 45 words per minute; valid State of Georgia Driver's License; valid Notary Public.

Job Title: Purchasing Supervisor

Job Summary: The position is responsible for planning, organizing and supervising the comprehensive purchasing functions of the City in compliance with mandated requirements; overseeing daily activities including major purchases; responding to a range of inquiries regarding processes or bid status; negotiating terms and conditions with vendors and/or service providers; and achieving department objectives and goals within budget.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Acts as a liaison between City departments and vendors;
- Approves price increases provided for in contracts and makes changes as necessary and appropriate per City Treasurer;
- Conducts research, evaluates findings, and makes decisions on procurement matters;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service;
- Develops and updates policies and procedures for the centralized contract administration program;
- Randomly audits procurement activities for compliancy;
- Interprets contract provisions;
- Obtains price quotes from vendors and compares quotes with the specifications and availability of items;
- Organizes, updates and retains product information files and purchase order records;
- Prepares purchase orders through a computerized system and places orders for the purchase of goods and services;
- Resolves procurement inquiries and complaints from the public;
- Responsible for compiling and filing mandated annual reports;
- Responsible for maintaining the city's vendor management system;
- Reviews bid protests and prepares oral or written recommendations;
- Reviews contracts to evaluate overall revisions, price, and past performance of each contract prior to bid or renewal;
- Serves as the city's asset manager, responsible for inventory management for audit compliancy and proper sale and disposal of items declared surplus by the City Council;
- Supervises, evaluates and directs the procurement activity of professional and technical personnel;
- Writes and evaluates specifications and invitations to bid;
- Performs other duties as assigned.

Job Title: Purchasing Supervisor (continued)

Knowledge Required by the Position:

- Ability to communicate clearly and in a pleasant manner with the general public, elected officials and other City employees.
- Ability to comprehend and make inferences from material written in the English language such as laws, rules, ordinances, regulations, and procedures governing public procurement;
- Ability to enter data or information into a terminal, PC or other keyboard device to prepare purchase orders;
- Ability to express ideas clearly while making oral presentations.
- Ability to make arithmetical computations (multiplication, division, percentage calculations, addition, and subtraction);
- Ability to obtain appropriate commodities in a timely manner;
- Ability to operate a computerized accounting system;
- Ability to organize data and compile clear, concise reports;
- Ability to perform a broad range of supervisory responsibilities over others;
- Ability to produce written documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar;
- Ability to work cooperatively with other City employees and the public.
- Ability to work safely without presenting a direct threat to self or others;
- Excellent written and verbal communication skills; proficient mathematical skills;
- Knowledge of accounting principles, practices and procedures;
- Knowledge of assigned commodities and services including sources of supply, commodity markets, price trends, grades, and qualities;
- Knowledge of City ordinances, policies and procedures;
- Knowledge of common business practices relating to the purchase, pricing, terms, shipment, taxes, and payment for commodities and services;
- Knowledge of contract administration principles;
- Knowledge of large scale purchasing methods and procedures;
- Knowledge of modern office procedures and equipment;
- Knowledge of municipal finance and budget administration;
- Knowledge of supervisory principles and practices;
- Knowledge of technical writing principles.
- Knowledge of Uniform Commercial Code;
- Skill in using a variety of computer programs for administrative functions

Job Title: Purchasing Supervisor (continued)

Supervisory Controls: The work of this position is performed under the general supervision of the Treasurer.

Guidelines: Guidelines include GAAP, GASB and other federal and state regulations governing municipal accounting and financial management; City and departmental safety manuals, policies and procedures.

Complexity: The work consists of administrative and bookkeeping duties and requires the application of basic knowledge of public finance, budgeting and accounting.

Personal Contacts: Contacts are typically with co-workers, elected officials and the general public.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: This work is performed indoors in an office setting and involves occasional light lifting.

Work Environment: This work is performed indoors in an office setting.

Supervisory and Management Responsibility: This position exercises supervision of the Inventory Clerk.

Minimum Qualifications: Bachelor's degree in business or public administration, economics, marketing, supply chain management, accounting or closely related field supplemented by three (3) to five (5) years of experience in governmental purchasing or public finance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job; must have excellent writing and communication skills, must have knowledge of contract and vendor management; proficient in windows based applications including Word, Excel and Procurement financial systems. **Preferred qualifications:** Certified Public Purchasing Professional Buyer (CPPB) certification and government purchasing experience. Experience with E-Verify reporting requirements and Incode Financial Software.

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Job Title: Fire Marshal

Job Summary: Under general supervision from the Community Development Director, performs professional and technical work in the field of building code violations, permit violations, destruction of property, investigations and notices served, and issues Certificates of Occupancy when approved. Enforcement of fire and safety codes, life safety dangers during onsite inspections and at pre-construction meetings with developers and business owners.

Class Characteristics: This is the full-performance classification level.

Major Duties:

- Holds responsibility for enforcing the provisions of the Fire Prevention Code and the laws and regulations of the City, pertaining to fire prevention and fire protection.
- Has responsibility for the inspection of all buildings and premises within the City of Stockbridge in accordance with the provision of the Fire Prevention Code and the Official Code of Georgia, Title 25, Chp.2.
- Reviews building, and fire sprinkler plans to assure fire code requirements are met; ensures fire protection and life safety systems are installed and maintained to operate in an effective manner.
- Investigates complaints received, establishes and maintains comprehensive records of all business transacted such as complaints, inspections, investigations, notices served and permits written.
- Makes reports to the City Manager and his designee; provides information to the business community and the public upon request;
- Review plans and specifications for proposed buildings and structures, issue joint building permits with the Building department when plans are approved and conducts fire and life safety inspections of such buildings and structures.
- Issues joint Certificates of Occupancy with the Building department when all appropriate inspections have been approved.
- Performs other related duties as assigned.

Purpose of Contacts: Contacts typically occur in order to give and exchange information and provide services.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment: Work is performed primarily in an office setting, vehicles, and other outdoor settings, in all weather conditions, including temperature extremes, during day and evening. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

Supervisory and Management Responsibility: none

Minimum Qualifications: An Associates Degree in Fire Science, completion of Fire Inspector I certification, International Fire Code Certification, and six (6) years of experience in the firefighting field, including at least two (2) years as a Deputy Fire Marshal OR any equivalent combination of education and experience. Must possess a valid Georgia Drivers License, must be Fire Code certified, must be Fire Inspector I certified.

Employee signature: _____ Date: _____
I have read the job description and will comply with all aspects of the duties and responsibilities.