



San Luis & Delta-Mendota Water Authority

842 6th Street, P.O. Box 2157, Los Banos, California 93635, (209) 826-9696, FAX (209) 826-9698

Notice of Job Opening, Tracy Area

INVENTORY CONTROL CLERK

Deadline: 12:00 Noon, on Monday February 25, 2019

Annual Salary Range (Steps):

\$47,002.09

\$49,766.92

\$55,296.58

Web Address: www.sldmwa.org

QUALIFICATIONS

Experience: Two (2) years progressively responsible experience in performing receiving, storage and inventory work at a warehouse facility using modern computer software programs for word processing, database management, and inventory management

License/Certificate/Registration Requirements: Possession of a valid Class C California Driver's License with possession and proof of a driving record free of multiple or serious traffic violations or accidents for at least (2) consecutive years. The driving record will not contribute to an increase in the Authority's automobile rates. Forklift certification a plus.

Abbreviated Job Description: Under general administrative direction of the Information Systems/Asset Manager, receives, stores and distributes supplies and materials from a central warehouse. Performs complex clerical work related to the maintenance of inventory and purchasing records for historical purposes; operates warehouse equipment; operates a vehicle in the pickup and delivery of materials; assists Buyer when required; performs related work as required.

Examples of the essential functions and duties of the Inventory Control Clerk include, but are not limited to: receives incoming shipments, verifying accuracy with purchase orders. Performs stock status checks and advises supervisor on stock item status; accurately processes change requests to add new stock items. Reviews stock requisitions and issues ordered materials; packages and ships items as needed. Expedites backorders and overdue purchase orders with vendors. Updates inventory and receiving data on computer purchasing/inventory control programs to identify items for re-ordering and controlling stock levels. Operates computers and other office equipment for the maintenance of purchasing and inventory records. Performs periodic inventories of warehouse stock; performs cycle counts, audits inventory levels, investigates stock out conditions, prepares monthly reconciliation of inventory. Prepares analysis of inventory usage, redundancy, and obsolescence. Cleans warehouse stock areas including reorganizing materials storage, keeping it in a neat, clean and orderly condition; performs PM's on safety equipment. Responsible for Material Safety Data Sheets documentation and updating. Operates warehouse equipment in connection with the receipt, storage and issue of materials. Operates a vehicle to pick up items, purchases, and makes deliveries when required; additional duties as assigned.

The successful candidate must have the ability to work independently, be self-motivated in evaluating problems and making recommendations to improve warehousing operations; make arithmetical calculations quickly and accurately; organize data and maintain records; communicate effectively orally and in writing; regularly and consistently meet attendance/punctuality requirements; establish and maintain cooperative working relationships with co-workers, outside agencies and the public; follow instructions and work independently.

How to Apply: Obtain application packet online at <http://sldmwa.org/job-openings/>, or contact the Human Resources department. Submit San Luis & Delta-Mendota Water Authority's Employment Application by email to apply@sldmwa.org, by mail or in person to:

San Luis & Delta-Mendota Water Authority
Human Resources Department
842 6th Street or
P.O. Box 2157
Los Banos, CA 93635

Office Hours: 8:00am to 4:30pm, Monday ~ Friday

Resumes are encouraged; however, a resume will not be accepted in lieu of required application materials.

Emailed and faxed application materials and post marks will not be accepted.

SELECTION PROCESS

Required Application Materials: the San Luis & Delta-Mendota Water Authority Application must be submitted and received no later than **12:00 noon on Monday, February 25, 2019** in order to be considered for this recruitment.

Meeting the minimum qualifications for this position does not guarantee that you will be selected for further consideration. Only those individuals most suited to our particular needs will advance to any skills test and/or oral interview.

Should you feel you need special accommodations for a skills examination and/or interview due to a qualifying disability, please contact the Human Resources Department at (209) 826-9696.

Verification of Employment: The Authority conducts verification of a candidate's employment history, education and training and other information contained in the Employment Application and any other materials submitted by a candidate in an application packet.

Conditional Offer of Employment: An offer of employment will be conditional upon legal ability to work in the United States and verification of a candidate's employment history, education and training, other information contained in the Employment Application, and any license requirements.

BENEFITS

Retirement Benefits: 401(a) Defined Contribution Plan: A 401(a) Defined Contribution Plan is funded by the Authority contributing equal to 8% of your gross base annual salary **457 Deferred Compensation Plan:** The 457 Deferred Compensation Plan is up to a 5% match of your contributions by the Authority based on gross base annual salary. The total potential combined contributions for the 401(a) and the 457 plans by the Authority may amount to a maximum of 13% of your gross base annual salary. All contributions under both plans vest immediately to you.

NOTE: You should be aware that the Authority does not participate in Social Security. This may affect Social Security benefits you have already earned upon retirement.

Health Benefits: Three (3) medical benefit plans offered through ACWA-JPIA. The Authority contributes 100% (depending on the plan) of the premium for the employee and 75% for the employee's eligible family members (depending on the plan).

Dental & Vision Benefits: The Authority contributes 100% of the premium for the employee and the employee's eligible family members.

Holidays: Employees receive nine (9) paid holidays.

Vacation & Medical Leave: Vacation leave is accrued at the rate of 10 days per year, increasing to 15 days per year after 5 years of service, and 20 days per year after 20 years of service. Medical leave accrues at the rate of 8 hours per month of continuous service.

Employee Assistance Program: Available to employees and their household members.

Optional/Voluntary Benefits include access to:

- Life Insurance
- Short/Long Term Disability Insurance
- Credit Union
- Compressed Work Week (contingent upon individual work group needs)

The San Luis & Delta-Mendota Water Authority is an Equal Opportunity, Male/Female, Vet/Disabled Employer