



Linn County Road Department

*Providing safe and efficient transportation to
citizens and visitors of Linn County.*

JOB ANNOUNCEMENT

A vacancy exists in the Linn County Road Department for:

Classification Title: PURCHASING AGENT 1

Classification No: 251

Classification Category: SEIU Represented; Full Time (40 hours/week)

ESSENTIAL FUNCTIONS OF THE JOB:

- Research the availability and quality of parts and supplies.
- Contact vendors for price quotes
- Maintain computerized inventory of parts and supplies; fleet records for Road Department; inventory records of parts and supplies issued to department maintenance districts
- Stock and maintain a complete inventory of stockroom for most needed equipment, parts and supplies
- Inspect all invoices of purchases for Road Department
- Maintain and update equipment maintenance file which involves filing all work orders, listing charge-outs and credits for parts and labor by equipment number, update computerized vehicle maintenance history file.
- Works under and supports the Purchasing Agent 2
- Will lift and carry up to fifty (50) pounds
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Maintain regular and predictable work attendance.

QUALIFICATIONS:

- Possess thorough knowledge of automotive and equipment parts, sources of supply and parts catalogs.
- Thorough knowledge of inventory recordkeeping and control methods.
- Considerable knowledge of purchase and requisition procedures.
- Graduation from high school and two (2) years of experience involving responsibility for purchasing equipment, supplies and inventory; or any satisfactory equivalent combination of experience, education and training.
- Possession of a valid driver's license and an acceptable driving record.
- This position may be considered for "Underfilling" in accordance with Article 9, Section 5 of the SEIU Collective Bargaining Agreement.

SALARY, BENEFITS, COMPENSATION: Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more.

COMPENSATION: Range: \$3,760 – 4,807 monthly, full-time position with benefits

CLOSING DATE: May 23, 2022 – 5:00 PM

HOW TO APPLY: Submit a completed Linn County Employment Application with a Resume and Cover Letter to:
Wade Welch, Fleet Maintenance Supervisor, Linn County Road Department, 3010 Ferry Street SW, Albany, Oregon 97322

Application forms and job classification may be obtained from the Linn County Road Department, the Linn County Board of Commissioner's Office at the Linn County Courthouse, or at the Linn County Web Page at www.co.linn.or.us

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER