**Stores and Procurement Officer II Standard Job Description**

**Classification Title:** Stores and Procurement Officer II

**FLSA Exemption Status:**Non-Exempt

**Pay Grade:** 6

**Job Description Summary:**

The Stores and Procurement Officer II, under general supervision, purchases, prices, stores, inventories, and sells laboratory chemicals, supplies, instruments, equipment, and apparatus in support of teaching, research, and other requirements.

**Essential Duties/Tasks:**

**40% Inventory and Asset Management**

* Coordinates the management of inventory for materials, supplies, and equipment.
* Prepares specifications for purchase of supplies, laboratory and research equipment, and instruments.
* Determines items to be carried on inventory and their pricing to ensure a self-supported operation.
* Manages a large inventory of assets and ensures compliance with regulatory requirements.
* Physically locates and certifies assets annually.
* Verifies and tracks assets and coordinates audits as required.
* Assures inventory information is accurate and properly marked for compliance.
* Manages surplus and obsolete equipment transfers to appropriate departments.
* Handles out-going shipments, ensuring compliance with regulations for hazardous materials.
* Arranges shipping logistics for outgoing materials, ensuring timely and correct deliveries.

**20% Procurement and Shipping Coordination**

* Coordinates and tracks shipments from various vendors and service providers.
* Prepares shipments for handling by various courier services, ensuring proper documentation.
* Coordinates delivery and receipt of materials, confirming the accuracy of all related paperwork.
* Ensures all items are delivered and received in accordance with established procedures.
* Verifies and tracks back-ordered or missing items in collaboration with purchasing teams.
* Manages the timely receipt and handling of freight and supplies from multiple vendors.
* Assists with managing and maintaining departmental office and shipping supplies.
* Stores and delivers medical and administrative records as required by the department.

**10% Records and Space Management**

* Assists with the management and storage of both administrative and medical records.
* Assists in maintaining and inventorying a collection of paintings within the facility.
* Coordinates with staff for the proper storage and retrieval of records as needed.
* Assists with space allocation and the preparation of areas for department use.
* Manages record destruction requests and coordinates disposal per regulations.

**10% General Administrative and Staff Support**

* Provides backup support for Central Receiving duties and assists with other administrative tasks.
* Assists with maintaining clean and organized workspaces, including public-facing areas.
* Supports Central Receiving Manager in emergency evacuation duties.
* Assists with the preparation of reports and analysis for inventory and budget tracking.

**20% Duty Title (for the department's use)**

* Remaining Percentage Can Be Determined by Department to Meet Business Needs or Can Be Incorporated into Percentages Above.

**Qualifications:**

**Required Education:**

* High school diploma or equivalent combination of education and experience.

**Required Experience:**

* Five years in stores and procurement work including experience in purchasing and/or inventory control.

**Required Licenses and Certifications:**

* None

**Required Knowledge, Skills, and Abilities:**

* Ability to multitask and work cooperatively with others.

**Additional Information:**

**Machines and Equipment:**

* Computer
* Telephone

**Physical Requirements:**

* None

**Other Requirements and Factors:**

* This position is security sensitive
* This position requires compliance with state and federal laws/codes and Texas A&M University System/TAMU policies, regulations, rules and procedures
* All tasks and job responsibilities must be performed safely without injury to self or others in compliance with System and University safety requirements

**Is this role ORP Eligible? If so, it needs to meet the criteria on the** [**Rules and Regulations of the Texas Higher Education Coordinating Board**](https://reportcenter.highered.texas.gov/reports/data/user-friendly-version-of-ch-25/)**.**

[ ]  **Yes**

[x]  **No**

**Does this classification have the ability to work from an alternative work location?**

[ ]  **Yes**

[x]  **No**