Property Specialist 3  
(Internal Applicants Only) 
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Department: Physical Plant  
Salary Range: $2422 - $3543 monthly  
Class: C0707  
Recruitment #: S1559  
Review Date: Review of applications begins immediately. Position open until filled.

This is a regular, full-time, 12-month position in the Physical Plant and is represented by the Oregon Public Employees Union/Service Employees International Union. The Physical Plant is a service-oriented organization charged with the responsibility of maintenance and operations of the buildings and grounds allocated to Western Oregon University.

QUALIFICATIONS
- Experience performing stores and inventory work
- Training, experience, or knowledge of inventory control systems, and transportation agencies and shipping methods
- Valid Oregon driver’s license

DUTIES AND RESPONSIBILITIES:
- Coordinates the storeroom/warehouse daily operations and inventory control functions including final year-end inventory reconciliation; purchasing; obtains bids from vendors; writes and/or reviews specifications for goods/services as required; meets with vendor representatives; tracks backorders, contacts vendors on missing, damaged items and/or errors in shipment.
- Accounts payable: data entry, generates purchase orders, processes invoices, and maintains purchase order files, typing, process and filing of related purchasing/accounting correspondence.
- Receives U.P.S. and other freight shipments, checks the accuracy against purchase orders; assists other departments in both freight shipments and deliveries; assures supplies of storeroom inventory; reevaluates/organizes and develops new inventory sequences, as needed; supervises the pick-up, verification, loading and delivery of surplus goods and supplies; coordinates and makes parts runs to local towns, as necessary.
- Assists trades staff with the issuance of goods/supplies from storeroom; makes decisions on Surplus Property disposition; procures and logs all Motor Vehicle Titles before being sent to the Cashiers Office; maintains record archives for Human Resources, the Business Office and the Physical Plant; coordinates the pulling and destroying of outdated confidential record boxes; tallies the monthly gasoline usage reports for the accountant.
- Receives, inspect, handles, and stores a wide variety of goods and supplies; operation of forklift/pallet jack and miscellaneous material handling equipment required; receives, inspect, handles and stores a wide variety of materials and goods.
- Backs up the Buyer 2 position with little or no supervision, when needed.
- Property control: identifies and labels fixed assets, verifies location of equipment and property, obtains all required information for the campus inventory system.
- Bi-monthly audit of back orders and incomplete purchase orders; performs a yearly stores inventory; performs emergency and other duties as assigned by the Physical Plant Director, or his designee.

WORKING CONDITIONS:
Drives a cube van. Lifts objects up to 50 pounds. Daily operates a forklift, pallet jack, and miscellaneous material handling of equipment, including unloading/loading, stocking/distribution of various chemicals daily. Subject to extreme weather conditions from too hot to too cold on any given day.

TO APPLY SUBMIT THE FOLLOWING:
1) WOU Employment Application form (available at www.wou.edu/classified)
2) Letter of application
3) Resume
4) Contact information for three references

Send to: S1559, Property Specialist 3, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; OR e-mail to employment@wou.edu; OR fax to: 503-838-8144.

Western Oregon University is an AA/EQ/Veteran/Disability employer committed to increasing the diversity of its workforce.