

THE COUNTY OF SOLANO
CLASS DESCRIPTION, 1999

INVENTORY COORDINATOR

DEFINITION

Under general direction, supervises, coordinates and participates in the operations of a central stores facility; responsibilities include monitoring budgets, coordinating inventory activities, determining operational procedures and coordinating the work of assistants; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to manage and coordinate activities in a central supplies and equipment center. Incumbents requisition/purchase supplies and equipment, and oversee and participate in the receipt, storage and distribution of same. Responsibilities may include overseeing courier services and supervising assistants performing courier and storekeeping activities. This position is distinguished from the Inventory Clerk position by the fuller scope of duties and responsibilities.

EXAMPLES OF DUTIES

Depending on assignments, duties may include, but are not limited to the following:

1. Coordinates and assigns the work of a unit engaged in routine clerical functions; coordinates, prioritizes and monitors work flow; requests staff assistance to meet peak workload periods to meet unit deadlines; provides assistance with difficult or unusual problems; trains staff; reviews work for completeness, accuracy and compliance with operating procedures; receives and resolves routine personnel matters and makes recommendations to superiors on difficult and complex personnel matters; conducts group and individual conferences to discuss rules, procedures and performance problems; encourages cooperation and teamwork among staff; completes performance evaluations on subordinates; supervises courier services and employees performing courier/storekeeping activities; may participate in employee selection and training.
2. Plans, organizes and participates in inventory activities; establishes and maintains operational procedures; maintains accurate inventory of existing stock; establishes reorder points and sets minimum stock levels; conducts annual and special inventories; adjusts inventory records to reflect actual stock; monitors inventory for unusual activity and reports to appropriate personnel; maintains inventory database of departmental fixed assets; plans, organizes and participates in receiving and distribution center activities.

INVENTORY COORDINATOR

3. Orders/requisitions equipment and supplies; conducts research to discover current prices, available discounts, delivery time and/or alternative supplies/equipment.
4. Receives and disburses orders of supplies/equipment and documents; unpacks and checks for condition; verifies quantity received and price noted on bill of lading; posts quantities received and issued to master inventory list; contacts vendors/users to notify of/correct problems and/or coordinates deliveries; may make deliveries and/or perform courier services.
5. Selects vendors; maintains contact; addresses problems with supplies and/or deliveries.
6. Ensures storeroom layout meets fire safety and health code requirements; evaluates available storage space and determines layout/location of stock; rotates stock to ensure that older items are used first; removes out-of-date items from shelves and direct disposal.
7. Moves, replaces and/or exchanges office equipment such as desks, lights and filing cabinets; maintains work production and inventory records; may perform minor maintenance/repairs on equipment and/or assist in mail and other support services as needed.
8. May supervise Inventory Clerks or inmates; participates in employee training and selection; monitors performance.
9. May operate a forklift.

QUALIFICATION GUIDELINES

EDUCATION AND/OR EXPERIENCE

High school diploma or GED; supplemented by one (1) year of full-time work experience in inventorying and/or purchasing work that demonstrates possession of and competency in the requisite knowledge and abilities.

KNOWLEDGE/ABILITIES

Considerable knowledge of general office practices; techniques of inventory management; inventory controls; purchasing practices and methods; standard sources of supplies/equipment; contracts; practices and techniques of supervision; stock maintenance; fire, safety and health codes applicable to storage of assigned inventory; minor equipment repair methods; Operational Safety and Health Administration Standards (OSHA).

INVENTORY COORDINATOR

Ability to plan, organize and supervise stores facility services; develop and implement operational stores procedures; communicate effectively both verbally and in writing; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establishes and maintain cooperative working relationships; collect and analyze data to establish/identify needs and evaluate program effectiveness; to prepare narrative and statistical reports; supervise the work of others engaged in stores activity; maintain accurate records and document actions taken; organize and prioritize work assignments; make routine arithmetical calculations; use proper grammar, spelling and punctuation; research regulations, procedures and/or technical reference materials; determine and evaluate levels of achievement and performance; recognize and respect limit of authority and responsibility.

SPECIAL REQUIREMENTS

Possession of or ability to obtain a valid Class III California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds). Some tasks may require extended periods of time at a keyboard.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may risk exposure to strong odors.

Human Resources Director

Date

INVENTORY COORDINATOR

Solano County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Solano County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.