

COUNTY OF SOLANO
CLASS SPECIFICATION
INVENTORY COORDINATOR

Date of this Draft: 05/16/2019

CLASS SUMMARY:

Under direction, organizes, coordinates and participates in the operations a department, division, bureau, or work unit which includes a centralized supply and equipment center; responsibilities include monitoring budgets, coordinating inventory activities, determining operational and administrative procedures and coordinating the work of assistants; performs related duties as required.

DISTINGUISHING CHARACTERISTICS:

This class is characterized by the responsibility to lead and coordinate activities in a department, division, bureau, or work unit which includes a centralized supply and equipment center. Incumbents requisition/purchase supplies and equipment, and oversee and participate in the receipt, storage and distribution of same. Responsibilities may include leading courier services and assistants performing courier, storekeeping, and clerical activities.

This class is distinguished from the:

- Central Services Manager class which is responsible for County-wide central purchasing, mail services, duplicating and printing, records management, and surplus property.
- Project Manager class which is responsible for an assigned project for a County Department and performs administrative and budgeting duties.
- Inventory Clerk class by the fuller scope of duties and responsibilities.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by a management position.
- No supervision is exercised over others, however, employees in this class may perform lead duties.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Performs lead worker duties over Inventory Clerks, Couriers, and other clerical employees such as: performing on-the-job training; passing on instructions received from supervisor and getting work started; distributing work among staff; monitoring status of work being performed and keeping supervisor informed of work progress and likelihood of meeting timelines and required deadlines; reviewing work of assigned unit, informing supervisor of

customer feedback, work quality, conduct problems, etc. and providing input on performance to supervisor; ensuring accuracy and timeliness of timesheets and monitoring leave schedules; resolving informal employee complaints; and ensuring work is performed safely and efficiently.

- 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; encourages cooperation and teamwork among staff; leads courier services and employees performing courier, storekeeping, and clerical activities; may participate in employee selection and training.
- 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.
- Orders/requisitions equipment and supplies; conducts research to discover current prices, available discounts, delivery time and/or alternative supplies/equipment.
- 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.
- Selects vendors; maintains contact; addresses problems with supplies and/or deliveries.
- 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.
- 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.

- Maintains accurate plans, records, and charts related to employees, facilities, fixed assets, equipment, and supplies.
- May operate a forklift.
- Performs other duties or special projects of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** High School Diploma, GED, or equivalent;
- AND**
- **Experience:** 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.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C, by the date of appointment.

Note: The driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Considerable knowledge of general office practices; techniques of inventory management; inventory controls; purchasing practices and methods; standard sources of supplies/equipment; contracts; stock maintenance; fire, safety and health codes applicable to storage of assigned inventory; minor equipment repair-methods; Operational Safety and Health Administration Standards (OSHA).
- Standard and accepted principles of leadership, on-the-job training, and work review.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Ability to plan, organize and coordinate stores facility services and supporting 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 effective working relationships with those contacted in the performance of required duties; collect and analyze data to establish/identify needs and evaluate program effectiveness; to prepare narrative and statistical reports; lead 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.

- Distribute work and provide work directions, review work performance and conduct of staff, and provide on-the-job training to staff led.
- Represent the office in meetings with representatives from various County and non-County organizations, with local businesses, with customers, and/or with the general public.
- Establish good relationships with the public and with customers and provide customer service that meets and exceeds unit goals and expectations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- Mobility and Dexterity: This class typically requires employees to perform the following: (1) balancing, stooping, kneeling, reaching, crawling, standing, walking, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion; (2) climbing and working safely on ladders and step ladders with a total weight that does not exceed the weight capacity of the ladder; and (3) standing or walking during normal hours on uneven surfaces. Tasks may involve extended periods of time at a keyboard or workstation.
- Lifting, Carrying, Pushing and Pulling – Medium work: This class typically requires employees to perform the following: exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 of force constantly to move objects.
- Vision: This class typically requires employees to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Some tasks require the ability to perceive and discriminate colors or shades of colors, depth, and visual cues or signals. This class requires employees to have depth perception and good eye-to-hand coordination in order to operate a motor vehicle and to operate a variety of hand and power tools.
- Hearing/Talking: This class typically requires employees to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Employees in this class are also required to be able to communicate to express or exchange ideas by means of the spoken word.

WORKING CONDITIONS:

- Environmental Factors: Tasks may risk exposure to strong odors.
- Office Work plus Outdoor Work: While most work will be in an office setting, visits to outdoor worksites will require an employee in this class to occasionally work outside and be subject to a variety of weather conditions, walking on uneven terrain, and working around vehicles in operation and around machinery with moving parts.
Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), and criminal checks in any City/County where the applicant has lived, worked or gone to school.

Independent Travel: Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.

Drug and Alcohol Testing: Incumbents and candidates applying for positions in this class may be subject to, depending on job assignment, drug and alcohol testing as required under the Federal Omnibus Transportation Employee Testing Act of 1991. Testing includes post-accident and pre-employment, as well as random and reasonable suspicion testing as required by law.

CLASS HISTORY AND CLASS INFORMATION:

- Date Approved by the Civil Service Commission:
- Date Adopted by the Board of Supervisors:
- Date(s) Revised: June 1999
- Date(s) Retitled and Previous Titles of the Class:
- Class Code: 484020