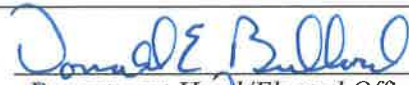



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Warehouse and Inventory Coordinator **PAY GRADE:** B24

DEPARTMENT: Purchasing
REPORTS TO: Purchasing Manager
BARGAINING UNIT: N/A

FLSA: Exempt Non-Exempt
LEAD: Yes No
SUPERVISOR: Yes No

APPROVED: 
Department Head/Elected Official

Human Resources Director

10-21-14
Date
10/21/14
Date

I. PURPOSE SUMMARY.

Responsible for the daily operation of the warehouse, to include receiving and recording all incoming and outgoing shipments from the Government Center to include the District Attorney's office. Clerical and administrative tasks related to procurement, requisitioning, inventory and distribution of janitorial supplies and equipment and safety supplies and equipment.

II. ESSENTIAL DUTIES.

- Receive all shipments, UPS, Federal Express, Air Freight, motor cargo and freight trucks.
- Log incoming shipments into logbook and get items ready for distribution.
- Coordinate delivery with department lead personnel, District Attorney's office and Fire Department districts.
- Use 2-wheel handcart, pallet jack, and/or forklift as needed depending on size of shipment.
- Order janitorial supplies and safety equipment for Warehouse stock inventory.
- Contact vendors for quotes and item pricing in accordance with awarded bid pricing.
- Utilize database for inventory control. Perform inventory counts; receive supply order and stock items on shelves and other supply rooms. Prepare invoice for accounts payable.
- Pull stock for requisition orders and process paperwork for invoicing in database system.
- Maintain an updated MSDS inventory for janitorial supplies.
- Property tag equipment, distinguishing whether sensitive item or fixed asset, by cost of item.
- Record asset identification numbers on form FA01 for tracking and description purposes.
- Record disposal forms for obsolete, broken or transferred equipment. Coordinate the pickup of obsolete items or take items to recycling warehouse. Help departments with disposal of large items.
- Provides forklift support in moving machinery, pipe, metal, scrap and crates.

III. ADDITIONAL DUTIES. Other related duties as assigned.

IV. QUALIFICATIONS.

- A. Education.** High School diploma or GED required.
- B. Experience.** Two (2) years related experience.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Forklift certification or ability to obtain within the first six (6) months of employment and unrestricted drivers license

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Background and drivers license check

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of inventory maintenance practices for a wide variety of property; strict security and administrative controls for classification and storage of items, such as evidence for law enforcement purposes; the rules of evidence and chain of custody and recordkeeping procedures.

Must have skills to follow the legal chain-of-custody and property disposal procedures; accurately and legibly post and maintain inventory records and documents, identify and reconcile related discrepancies; operate motor vehicle, personal computer and applicable software, and material handling equipment; communicate clearly and concisely orally and in writing; and establish and maintain effective working relationships with others.

2. FREEDOM TO ACT.

The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. PHYSICAL DEMANDS.

The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching or similar activities; or recurring lifting of moderately heavy items. Ability to lift up to 50 pound and carry up to 25 pounds.

5. WORK ENVIRONMENT.

The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, residences, commercial vehicles. The work area is adequately lighted, heated, and ventilated. Will also work outdoors in various weather conditions.

6. SUPERVISORY RESPONSIBILITY.

No supervision exercised. Responsible for own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*