

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Central Stores Coordinator
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under general direction, the purpose of the position is to coordinate and lead daily operations and inventory of the Central Stores. Employees in this classification are responsible for to planning the procurement, payment, delivery, storage and distribution for the continuous supply of quality products, supplies and equipment. Work includes maintaining records and reports, inventory receipt journals and delivery tracking.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Trains, coordinates and leads storeroom staff in daily operations of Central Stores activities, e.g., receipt, storage and redistribution of supplies, materials and equipment; trains and enforces all safety policies and procedures.
- Controls purchasing budget; coordinates pricing data, analysis, and reporting of supplies; verifies funds for stock orders.
- Prepares and reviews contracts for supplies, materials and equipment; prepares purchase orders and cards; authorizes invoices.
- Administers and coordinates the Surplus and Obsolete Property Program; receives, stores, reclaims and redistributes surplus and obsolete property; determines proper method of disposal.
- Manages fuel supply and procurement activities; controls and monitors bulk fuel system; authorizes employee access to fuel pumps, and issues fuel keys accordingly.
- Prepares Central Stores weekly "Dashboard" report for priority items tracked from Central Stores operations.
- Maintains active communication with employees, management, department contacts and vendors to ensure the continuous supply of quality products, supplies and equipment.
- Reviews product and shipping invoices for accuracy and timely retribution.
- Leads and assists with special team projects and departmental responsibilities.
- Analyzes and reviews product demands to identify appropriate purchasing trends.

Central Stores Coordinator

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

High School Diploma or GED; supplemented by two (2) years responsible purchasing/inventory experience; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of purchasing/inventory policies and operations, e.g., procurement, payment, delivery, storage and distribution.

Ability to understand and follow written and oral instructions.

Ability to clearly communicate information both verbally and in writing; ability to coordinate and lead warehouse operations and activities.

Ability to perform routine to moderately complex mathematical computations and tabulations accurately and efficiently.

Ability to lift bulky and heavy objects.

Ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors, vendors and the general public.

PHYSICAL REQUIREMENTS:

Some tasks involve the performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderate to heavy objects and materials (20-80 pounds).

ENVIRONMENTAL REQUIREMENTS:

Some work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks are performed in a warehouse environment, where heightened awareness to surroundings and observance of established safety precautions is essential in avoidance of injury or accidents. Tasks include working outdoors with potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather. Tasks include working around moving parts, equipment, carts, and materials handling where physical risks are predictable/controllable by observance of standard safety precautions.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.