



Seminole County Sheriff's Office

SR MATERIAL SUPPLY COORDINATOR

Class Spec Code: 1070
 Established Date: 08/27/2021
 Last Revised Date: 01/26/2022
 Effective: 01/26/2022

Salary Range

\$19.76 - \$31.67 Hourly

Bargaining Unit

N/A

EEO

EEO4-Service/Maintenance

Occupational Group

N/A

FLSA

Non-Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Performs administrative and technical work coordinating the daily operation of the Material Supply warehouse for the acquisition, inventory and disposition of supplies and equipment used to support the operations of the Sheriff's Office. Position reports to the Procurement and Agreements Administrator.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Responsible for the operation of the Material Supply warehouse including daily assignments for Material Supply staff, staff scheduling, and providing technical assistance to staff in the performance of their duties.

Assists in the development and implementation of operating policies and procedures for the efficient and effective operations of the Material Supply warehouse.

Reviews work for quality assurance purposes. Ensures awareness of standard operating policies and procedures.

Coordinate the process of acquisition, inventory and disposal of supplies and equipment used to support the function of the Sheriff's Office; ensure proper procurement, receipt, storage, control, issuance, inventory and delivery of material.

Serves as the primary point of contact for ordering, issuance, transfer and return of all uniforms and related equipment, body armor, radio equipment, and agency-wide printed materials. Maintains appropriate stock inventory of uniforms, equipment and printed materials. Records transactions in the financial system.

Responsible for the disposal of uniforms, equipment and agency property consistent with Sheriff's Office policy and State Statutes.

Distributes received packages to the appropriate location. Assists with the preparation of outgoing packages as necessary.

Ensures security of inventory and inventory storage areas. Maintain warehouse cleanliness.

Builds and maintains business relationships with current and prospective sources of supply; research vendors to develop new sources of supply; resolve vendor complaints.

Minimum Qualifications

- High School Diploma
- Five (5) years of progressively responsible work experience in inventory control or warehouse operations; or an equivalent combination of related training and experience.
- Must have one (1) or more years of material inventory control experience
- Must complete Foundation of Warehousing and Inventory Management Certification within one (1) year of hire
- Must possess and maintain a valid Florida Driver's license

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Extensive knowledge of warehouse methods and procedures, including property control, inventory record keeping and purchasing processes. Knowledge of rules and regulations regarding the disposal of property.

Ability to communicate effectively, orally and in writing, and maintain a positive working relationship with other departments, employees and vendors. Ability to work independently with limited supervision.

Skilled in the use of computers and knowledge of commonly used software such as MS Word and Excel. Experience with Quartermaster software is preferred, but not required.

WORKING CONDITIONS

Work normally in warehouse conditions. The position requires working in an extended standing, reaching, stooping or sedentary position. Must be able to lift up to 50 pounds. Work is generally performed during normal business hours. May be required to work evenings and/or weekends or in emergency situations.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility – Frequent standing, walking, stooping, bending, climbing stairs, driving; constant use of a computer;

Lifting – Able to lift 50 pounds;

Visual – Constant overall vision; constant eye-hand coordination; frequent reading/close up work;

Hearing/Talking – Requirement to hear normal speech; hearing on telephone and radio; talking on telephone and radio;

Emotional/Psychological – Frequent public contact; decision-making and concentration;

Special Requirements – Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime; some contact with inmates;

Environmental – Occasional exposure to confined spaces and varied weather conditions including extreme heat and wet conditions.