

CITY OF CHATTANOOGA
Classification Specification Title: Inventory Coordinator

Department: Public Works

Pay Grade: GS.07

Supervision Received From: Administrative Manager

FLSA Status: Non-Exempt

**Supervisory Responsibility For: Accounting Tech 2,
Inventory Tech**

Established Date: 6/29/07

**Revision Dates: 4/2/25;
10/20/23; 6/29/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for receiving revenue and coordinating the purchase and procurement of all departmental-specific resources, equipment, materials, services and supplies.

Duties include creating and processing work orders and other documents for requisition and payment of items, equipment and/or parts; preparing documentation associated with the department's business office financial transactions; tracking purchases against budget; resolving shipping and invoice problems; initiating the bid process and preparing specifications; monitoring contract requirements and coordinating the repair of parts and equipment still covered under warranty. May be responsible for special projects and assist with the hiring, training and evaluation of other departmental staff. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: The Inventory Coordinator is the third level of a three-level materials management series

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

May supervise lower level inventory and administrative support staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Verify the accuracy of funds that accompany daily deposits from all departmental locations, and prepare documentation for the purpose of reporting to the City Treasurer and Finance Department.

Coordinates and participates in the procurement and purchase of department-specific resources, to include equipment, materials, services and supplies to ensure effective and efficient division operations.

May supervise department's warehousing operations, as well as analyze problems; recommend and implement solutions; prepare, monitor and maintain records involved in the receipt, storage,

maintenance and issuance of department-specific resources, supplies, materials and equipment; and ensure the availability of materials and/or performing other related activities.

Prepares and processes documents for the purpose of payment for department-specific resources, equipment, materials, supplies and/or services performed.

May use an asset management system to track department-specific resources, materials, equipment, labor and additional information; captures and enters various data into the database using various technologies and documents within the system any modifications, additions and maintenance activities.

May compile, review and analyze data, prepare reports, maps and materials to summarize operational activities and assist management using various software systems and other applicable resources.

Solicits bids from vendors and contractors including the preparation of specifications; monitors and evaluates contractor and vendor performance.

Performs a variety of research, makes applicable calculations and prepares a variety of administrative and statistical reports related to inventory control issues; maintains related records and reports, and retention schedules.

Assists with budget preparation and administration; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.

Prepares specifications for applicable department-specific resources, inventory, materials, equipment and supply requirements; monitors contract requirements to ensure compliance with applicable specifications.

Compiles and prepares a variety of information related to inventory operations, activities, department-specific resources and financial transactions.

Participates in a variety of non-routine, specialized projects and/or research activities in support of division operations.

May serve as the liaison with other City Departments in the fulfillment of job duties.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS: High School Diploma or GED and four (4) years of experience which would reasonably qualify a candidate, such as materials management, inventory control or

executing purchases in a public sector environment or any equivalent combination of education, training, and experience.

LICENSING AND CERTIFICATIONS: None

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS:

Knowledge of automated inventory control management systems; inventory control practices and procedures; warehousing principles; budgeting principles; contract management principles and practices; applicable principles, practices, materials, supplies and equipment utilized in assigned area of responsibility; governmental procurement principles and practices; applicable federal, state and local laws, ordinances, codes, rules, regulations, standards, policies and procedures; general office principles and practices; modern office equipment; mathematical concepts and inventory and supply storage and maintenance practices. Depending on assignment, may also require knowledge of library science practices; Dewey Decimal System; Library of Congress subject headings; bibliographic formats and standards; Anglo-American Cataloging Rules; cataloging resources including databases; database management principles; reference materials, techniques and practices; print and online reference sources.

Skill in prioritizing and assigning work; monitoring, maintaining and controlling inventory; interpreting and applying applicable laws, ordinances, codes, rules, regulations, standards, policies and procedures; preparing specifications; performing mathematical calculations; reading and interpreting specialized data and information in assigned area of responsibility; managing contract requirements; maintaining databases; maintaining warehouse organization; operating modern office equipment; keyboarding; conducting material, supply and related inventory research; locating optimum prices on inventory; using a computer and related software applications and technology; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require reaching, standing, walking, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: Y

Parks & Recreation Child Sensitive: N - Other departments

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified

individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.