CLASS TITLE: COORDINATOR OF WAREHOUSE OPERATIONS

CHARACTERISTICS OF THE CLASS
Under direction, supervises and coordinates the daily activities of a city department’s warehouse, and performs related duties as required

ESSENTIAL DUTIES
- Assigns, supervises and monitors the work of staff engaged in the ordering, storage and inventory of a variety of materials, equipment and supplies
- Oversees the ordering process, ensuring that correct funding and commodity codes are entered accurately in the city’s finance system
- Reviews contract provisions and advises staff on when to place orders to ensure adequate inventory of stocked items
- Reviews catalogs and contacts vendors to obtain price quotes and to determine the best price for requested parts and materials
- Supervises the receipt of ordered equipment and supplies, verifying the quantity and description for accuracy and identifying items to be stored and distributed to department staff
- Conducts cost estimates and prepares purchase requisitions in order to procure materials and equipment for department construction projects and its hired contractors
- Plans and coordinates the conduct of random audits to ensure the accuracy of inventory and proper space allocation of materials and supplies
- Monitors the work of staff engaged in cycle-counting activities to determine the type and frequency of materials received and distributed in and out of the warehouse
- Coordinates and oversees on-site and remote storage retention of department records and files
- Generates and maintains operational and administrative reports
- Participates in developing detailed specifications for new and existing contract agreements, as required

NOTE: The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS
Education, Training, and Experience
- Five years of warehouse management or storekeeping work experience or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications
- Some positions may require a valid State of Illinois Driver’s License

WORKING CONDITIONS
- General warehouse or storeroom environment
- Exposure to fumes, noise and dust
- Exposure to extreme temperatures
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EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held scanning equipment)
- Communication equipment (e.g., two-way radio, pager system)
- Personal protective equipment (e.g., shoes, gloves, vest)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one’s body, arms, and/or legs
- Ability to move one’s hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Manual moving equipment (e.g., hand trucks, dollies)
- Powered moving equipment (e.g., electric or motorized lifts and jacks)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Moderate knowledge of:

- * warehouse management or storekeeping methods, practices and procedures
- supervisory methods, practices, and procedures

Some knowledge of:

- applicable computer software packages and applications
- applicable manual and power driven equipment

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *TIME MANAGEMENT – Manage one’s own time or the time of others
- JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
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- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
November, 2013