

Jurisdictional Class: Competitive  
EEO Category: Administrative Support  
Adopted: 04/30/2019

## **MATERIALS MANAGEMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for establishing and implementing procedures for effective and efficient storage, pick up, and distribution of equipment, property, supplies, and mail. An employee in this class supervises the maintenance of complete, accurate and up-to-date records of physical inventory, purchases, and disposal of such inventory. The employee exercises independent judgment in the day-to-day operations of these areas and work is performed under general supervision of an administrative superior with a considerable amount of latitude for exercising independent judgment. Supervision is exercised over a number of subordinate personnel. The incumbent performs related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Establishes, supervises and maintains a computerized system of identification, storage and disbursement for materials and equipment;  
Reviews procedures for proper usage, maintenance, replacement and disposal of obsolete or damaged equipment;  
Supervises and assists in the process of receiving and transporting of supplies, equipment and mail;  
Schedules the delivery of property, supplies, and mail;  
Maintains adequate supply of materials;  
Prepares monthly and annual reports;  
Oversees and instructs subordinate personnel in the operation and maintenance of equipment or vehicles assigned to the department;  
Conducts periodic physical counts of all equipment, checks this count against inventory balance and identifies and investigates any discrepancies;  
Investigates complaints in regards to mail services and/or items ordered;  
Coordinates with vendors in relation to problems with items received and orders that are not accurate.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of inventory control procedures used in receiving, disbursement, storage and accountability for perpetual inventory; good knowledge of the methods and procedures involved with property movement; good knowledge of office methods and procedures; good knowledge of the principles and practices of supervision; working knowledge of purchasing practices and procedures; ability to develop, implement and maintain inventory control procedures; ability to interpret and administer rules, regulations and procedures related to mail processing and delivery; ability to maintain and organize data and prepare narrative and numerical reports; ability to express ideas both orally and in writing; physical condition commensurate with the demands of the position.

continued...

**MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree **AND** (1) one year of experience maintaining a computerized inventory control system, one (1) year of which shall have been in a supervisory capacity; **OR**
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree **AND** (3) three years of experience maintaining a computerized inventory control system, one (1) year of which shall have been in a supervisory capacity.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.

Adopted: 04/30/2019