

COORDINATOR OF SUPPLY AND INVENTORY CONTROL

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating activities relating to the distribution of supplies at the County Adult Care Center and additional responsibilities for assisting in maintenance of records relating to a system of inventory control, including supplies, furnishings and other inventory. Work is performed under general supervision with leeway for independently performing most of the duties in the position. Supervision is exercised over personnel assigned to distribute supplies or to perform duties in connection with providing laundering services.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representatives examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Reviews requisitions for supplies and prepares supply carts for use in distributing supplies to patient floors;

Maintains written and computerized records of medical supplies and equipment distributed to various departments of the institution, including delivery logs, warranties, etc.

Assists in preparing records relating to recording of supply charges against various departments;

Performs safety rounds to check for broken equipment and unsafe practices;

May assist with repair of broken equipment and demonstrate use of equipment to staff;

Delegates assignments and work schedules to inventory clerical staff and laundry workers;

Maintains personal clothing logs and missing item reports;

May occasionally participate in the Photo Identification Process of residents and registrants of the Adult Day Health Services Program;

COORDINATOR OF SUPPLY AND INVENTORY CONTROL

Page Two

Assists in carrying out procedures intended to insure control over the unnecessary loss or waste of inventory;

Meets with charge nurses to determine specific problems relating to distribution of supplies and assists in taking remedial action;

Assists in the operation of laundry machinery and in the general duties associated with laundering services;

Performs a variety of clerical and account keeping duties as required to ensure smooth operation of inventory control.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of policies and procedures established in connection with distribution of supplies and maintenance of records relating to inventory control; good knowledge of office terminology, procedures and equipment, including personal computer and office software programs; good knowledge of business arithmetic and English; good knowledge of equipment and procedures used in performing laundering services; ability to keep accurate records and prepare reports; ability to follow oral and written directions; and ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's Degree and one year clerical experience or experience in a position which involved ordering of supplies or maintenance of a supply distribution system;

COORDINATOR OF SUPPLY AND INVENTORY CONTROL

Page Three

- (B) Graduation from high school or possession of an equivalency diploma and three (3) years of clerical experience or experience in a position which involved ordering of supplies or maintenance of a supply distribution system; or
- (C) Five (5) years of experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Y:\CLASPLAN\Coordinator of Supply and Inventory Control.doc

Last Reviewed: 1/08/92

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in draft on 10/9/03

Revised in draft on 10/31/03

Reviewed and placed in classplan on 12/2/03

Revised and Replaced in Classplan: 1/27/2023

Revised and Replaced in Classplan: 11/17/2023

Revised and Replaced in Classplan: 12/30/2024 (Edu)