

Quechan Housing Authority

POSITION DESCRIPTION

TITLE: **Property/Supply Coordinator I**

REPORTS TO: Property Supply Coordinator Supervisor/Facilities Director

JOB SUMMARY

Under the supervision of the Property Supply Supervisor the Property Supply Coordinator I is responsible for the physical handling of all items or goods coming in or out of the Quechan Housing Authority. Responsibilities include: receiving, stocking, and issuance of all parts, supplies and materials.

Inventory control such as the physical counting of all inventory items, logging, and coordinating with Supervisors to meet annual inventory schedules. Supply tech duties also include receiving and checking items from deliveries and responsible for off-loading items, as well as deliver or pick up items from work job locations as requested. Other duties include the maintenance of equipment and vehicle inspections such as minor repairs, and periodically may assist with maintenance duties.

ESSENTIAL FUNCTIONS

1. Achieve the goals and mission of the Quechan Housing Authority.
2. Must be responsible, dependable, and professional.
3. Follow verbal and written instructions.
4. Abilities to complete multiple projects in a timely manner.
5. Maintain records of stock on hand and take action on removing surplus or obsolete items.
6. Is responsible for inventory reports, maintenance and administrative office supplies.
7. Provide computerized inventory count and reports to assigned Supervisors on a daily basis for review.
8. Accept or reject incoming shipments to ensure satisfactory quality and conformance to standards.
9. Coordinate the timely purchase and delivery of all materials needed to supply each department.
10. Exercise proper lifting in the moving and stocking of supply assets.
11. Able to attend local and out of town training classes as assigned by the Immediate Supervisor.
12. Must have flexibility and knowledge, with the ability to perform general labor when needed.
13. Follow through with the Work Order Procedures for the documentation of inventory released from stock or purchases.

Employee Signature: _____

Date: _____

1. Maintain QHA yard and shop organized and clean, logging all surplus to keep or for release.
2. Must obtain bids per Housing policy and prepare requisitions for all supply orders.
3. Safeguard the confidentiality of company records, documents, general information and maintain the highest level of confidentiality on all matters pertaining to QHA.
4. Must be able to deal courteously, effectively and efficiently with a variety of professional staff, maintain effective working relationship with people of varied socioeconomic, educational and cultural background and interact with general public.
5. Must be available in emergency situations.
6. Performs any duties as assigned by the Executive Director or Designated Supervisor.
7. Processing of invoices, receipts, work orders, into HOS and QHA programs.

EDUCATION, EXPERIENCE, LICENSES

Education and Experience

- High school diploma or general education degree (GED). Vocational training preferred with accredited apprenticeship program. Two (2) years supply inventory experience, or any combination of education, training, and work experience, which provides the required knowledge, skill, and ability, to perform the duties of this position.
- Knowledge of Government Procurement Procedures.
- Considerable knowledge of parts, supplies and materials pertinent to the agency or operating unit.
- Considerable knowledge of stockroom practice and procedure.
- Ability to anticipate needs and keep adequate quantities of specialized stock on hand.
- Organize and complete the internal process of record keeping for supply related activities.
- Exercise judgment in prioritizing and scheduling delivery of all goods.
- Perform the required mathematical computations for supply related activities.
- Knowledge and ability to operate office equipment, familiar with office computer software (Microsoft Word, Excel, Outlook, and other Microsoft Office Programs), must be proficient in office practice and procedures.
- Typing skills of at least 45 wpm.
- Must possess good organizational skills.

Licenses

- Possession of a valid driver's license and be insurable with Quechan Housing Authority insurance plan.
- Must pass a pre-employment alcohol/drug test and submit to a background investigation.

Employee Signature: _____

Date: _____

- Must not have any felony convictions (this will also include any misdemeanors related to drugs, alcohol, violent crime, larceny or sex offenses) and have no pending court actions of any type against him/her.

PHYSICAL REQUIREMENTS AND DEMANDS

While performing the duties of this job, the employee will regularly be required to sit, stand (for long periods of time), walk, climb, stoop, kneel, crouch, balance, and lift up to fifty (50) pounds. The Employee must be in good physical and emotional condition adequate to meet the demands of assigned duties. Have the ability to work in local climatic conditions (Excessive heat).

I have received a copy of the above position description for **Property/Supply Coordinator I**. I have read the statement listed above and understand it. I am able to perform all duties and responsibilities listed above and or any other duties as required by my supervisor.

Employee Signature: _____

Date: _____