



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**SUPPLY COORDINATOR**  
HUMAN SERVICES

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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## **GENERAL STATEMENT OF RESPONSIBILITIES**

Under general supervision, this position is responsible for managing the department's purchases, overseeing storeroom operations and the maintenance of the department's vehicles. Reports to the Administrative Support Bureau Supervisor.

## **ESSENTIAL JOB FUNCTIONS**

Oversees the storeroom and related daily activities; establishes and maintains inventory using a computerized inventory control system; determines optimal levels of stock, and reorder points; forecasts future needs based on past consumption and anticipated growth; maintains reasonable security of stock and establishes and maintains effective storage systems in order to locate and issue stock.

Responsible for the effective supervision and administration to include staff development and training, performance management, employee relations, prioritizing and assigning work and related activities.

Coordinates with suppliers, departmental personnel and the City's Purchasing Department regarding stock and material requirements; reviews purchase requirements for accuracy and completeness; contacts bureaus as needed for correction, clarification, and additional information; resolves problems as necessary.

Provides printing support for the agency; maintains inventory control, usage reports and services contracts of agency copiers, fax machines, printers and other equipment.

Facilitates the maintenance of departmental vehicles to include arranging preventive maintenance checks, repairs and inspections; provides road-side assistance to drivers as necessary; tracks usage patterns and makes recommendations for replacement vehicles.

Manages informal telephone bids, drafts specifications and forwards bid results to the Purchasing Department for processing.

Serves as a liaison with the Departments of Purchasing and Finance in processing purchase orders and vendor payments; reviews, updates, and initiates new contracts for office equipment and maintenance; identifies short and long range buying strategies for materials, furniture, and supplies; works closely with bureaus to achieve goals and objectives related to acquisitions; and performs special projects and research to ensure the most efficient use of resources.

Performs other duties as assigned.

## **PERFORMANCE STANDARD**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

## **REQUIRED KNOWLEDGE**

- **Inventory Management** – Thorough knowledge of stock and inventory recordkeeping to include safe, effective, and efficient handling and storage of stock, material, tools, and supplies.
- **Customer Service** – Considerable knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- **Supervision** - Knowledge of leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.

## **REQUIRED SKILLS**

- **Judgment/Decision Making** – Evaluates the best method of research and then exercises appropriate judgment in establishing priorities and resolving matters. Considers the relative costs and benefits of potential actions to choose the most appropriate one.
- **Interpersonal Relationships** - Develops and maintains cooperative and professional relationships with employees, managers, and representatives from other departments and organizations.

## **REQUIRED ABILITIES**

- **Financial Management** - Ability to perform arithmetic, and statistical calculations. Ability to employ economic and accounting principles and practices in the analysis and reporting of data.
- **Communication** - Excellent ability to communicate ideas and proposals verbally and in writing effectively so others will understand, to include the preparation of detailed reports which include numerical information and statistics.

## **EDUCATION AND EXPERIENCE**

Requires a high school diploma and 5 years of supply, stock, or warehouse experience and 1-2 years of supervisory experience or an equivalent combination of education and experience.

## **ADDITIONAL REQUIREMENTS**

Requires satisfactory results from a pre-employment medical evaluation.

An acceptable general background check to include a local and state criminal history check and sex offender registry check.

A valid driver's license with an acceptable driving record.

Individuals in this position cannot be listed as having a founded child abuse or neglect complaint.

In the event of a declared emergency in the City of Newport News, individuals in this position are required to work shelter duty and may be called on to perform duties as required to provide for the safety and care of the citizens of the community.

### **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert moderate, though not constant physical effort.
- Some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.
- Some lifting, carrying, pushing and/or pulling of moderately heavy objects and materials (20-50 pounds).

### **SENSORY REQUIREMENTS**

- Some tasks require the ability to perceive and discriminate sounds, depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

### **ENVIRONMENTAL EXPOSURES**

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, odors, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, and toxic agents.