

Category: 6907
Exc. Qual. Std.: 53A
Approved: April 22, 1997
Authorization: P.L. 95-561

SUPPLY COORDINATOR

CATEGORICAL PAY LEVEL:

Minimum Pay Level 01

Maximum Pay Level 02

DESCRIPTION OF WORK:

Responsible for receiving, storing, and issuing supplies, materials, and equipment necessary for school operations and facilities, in compliance with all applicable safety requirements. Determines items and quantities to be stored and space available for storage, and plans and lays out storage space in a manner that ensures the safe and convenient storage of items. Loads and unloads materials received. Maintains inventory of materials on hand. Processes incoming shipments and establishes procedures for when and how to report errors or damage in shipment. Issues equipment and supplies in accordance with established procedures. Works with principals, facility managers, and other education employees to determine requirements in advance of need. May operate forklifts and similar motorized equipment in the performance of duties, as well as using hand trucks and similar non-motorized equipment.

Occasionally a supply coordinator may be designated a head supply coordinator or supervisory supply coordinator, with three or more subordinates. If the incumbent provides only supply management leadership and guidance, he/she receives an automatic 3% staffing differential. If the incumbent exercises full supervisory and scheduling authority over three or more supply coordinators or other workers, he/she receives an automatic 7% staffing differential. In addition, the provisions of 62 BIAM 11.47 related to setting pay for supervisors shall apply.

LEVEL OF RESPONSIBILITY:

Level 01 – Coordinates the supply program, but does not establish procedures, determine level of material needed, or plan with education staff for future needs. Is never designated as head supply coordinator or supervisory supply coordinator.

Level 02 – Coordinates the supply program, with responsibility for establishing procedures, determining levels of materials needed and planning with education staff for future needs. May be designated as head or supervisory supply coordinator in large operations.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

Level 01 – High school diploma or GED.

Level 02 – High School diploma or GED and a minimum of one year of related experience. Head or supervisory position require two years of experience in property and supply activities, including supply management responsibilities.

A valid state driver's license is required and must be maintained as a condition of employment; failure to do so will result in dismissal from government service.

Specialized licensure may be required for some positions to operate certain types of motorized equipment.

PHYSICAL REQUIREMENTS:

Applicants must be able to lift over 60 pounds and be in excellent physical condition. Moderate to heavy physical effort is used by the worker in constantly reaching, bending, turning and moving hands, arms, feet and legs and in manipulating materials and equipment. Good distance vision in one eye and ability to read without strain printed material the size of typewritten characters are required, except that some positions may be suitable for persons who are deaf. Good hand and foot coordination required. In most instances, an amputation of an arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated for by use of a satisfactory prosthesis.

An annual physical is required. May be required to wear personal protective equipment.