

Senior Logistics Technician



General Summary of Classification:

Serves as lead worker; performs an array of duties related to inventory management and control, proper inventory tracking, storage and handling, and the distribution of operationally necessary supplies, uniforms, protective clothing and equipment; trains or assists with the training of Logistic Technicians; assists the Unit's Commander with managing work assignments and workloads; supervises Logistics Technicians during Unit Commander's absence; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Performs and trains other staff to perform various inventory management and control activities, which includes ordering, receiving, inspecting, assembling if needed, storing, tracking, handling, inventorying, and disbursing a wide variety of office and division-specific supplies, equipment and other items necessary for & incidental to the Division of Police's operations;
- Ensures the Unit's Logistics Response Vehicle is well maintained, equipped and in a constant state of readiness;
- Serves as the Evidence and Logistics Unit primary P-card subject matter expert and P-card holder; handles the Unit's P-card purchases; trains and assists other staff on the proper procedures and use of the P-card for purchases;
- Serves as the Unit's subject matter expert on blanket purchase orders;
- Serves as the Unit's representative member or Grounds Support Leader for special event/project teams and incident management teams responsible for proficiently facilitating the acquiring, inventorying, and distributing of supplies, equipment and other items necessary for and incidental to the project, event or incident's operations;
- Assists the Unit Commander with researching and sourcing goods, projecting costs, tracking and reporting incurred costs for budgetary purposes and managing operating costs;
- Leads periodic physical inventory audits, includes inspecting inventory items for accuracy, quantity, quality and damage; researches and identifies the cause of identified discrepancies; and recommends options to resolve discrepancies;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent working knowledge of inventory management practices and County purchasing policies; sound mathematical skills with demonstrated ability to make accurate counts and basic calculations; sound budgeting and reporting skills; sound working knowledge of basic office equipment and supplies as well as equipment and supplies incidental to law enforcement personnel needs, ground support operations and incident management.
- **Technical:** Sound computer skills with the ability to use computer and typical office equipment and software, proprietary software and applications, and various wireless technologies to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships with all levels of the Division's sworn and civilian personnel; ability to communicate and interact professionally; excellent written and verbal communication skills; excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Maintains an accurate accounting of inventories managed by the Evidence & Logistics Unit; advises supervisor of inventory trends and needs for maintaining adequate inventory levels; inspects and ensures deliveries are accurate and received in good condition in accordance with purchase order and other order specifications; reconciles any discrepancies and issues with suppliers/vendors; recommends invoices for approval.
- **Leadership:** Serves as lead worker and assistant to the Unit Commander. Serves as a primary point of contact for ordering and distributing uniforms, equipment, supplies and other property to law enforcement and related support personnel.
- **Environment:** Typically works in an indoor setting; may be required to work a flexible schedule and at various locations under varying environmental and stress conditions as assigned.
- **Physical:** Visual and hearing acuity sufficient to engage in accurate inventory management and respond to customer inquiries and requests. Physical ability sufficient to safely perform assigned duties, including physically demanding duties, at various duty-related locations as needed. Include safely operating a County vehicle and other duty-related equipment.

Minimum Education and Experience:

Education: Graduation from high school or equivalent, ICS certification as Logistics Section Chief preferred;

Experience: Three (3) or more years of progressively responsible inventory management experience in a law enforcement setting, previous supervisory skills preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.