



LOGISTICS MANAGER

DEPARTMENT: POLICE

Grade: 34

CHARACTERISTICS OF THE CLASS

Under supervision of a Major, oversees and supervises all logistical operations. Performs administrative and technical work in the procurement of all vehicles, commodities, materials, supplies, equipment, and services used; processes and assists in specification development and advertisements for public bid purposes. Performs related work as required. Enters purchase requisitions in City's E-Procurement system, stores, inventories; issues and receives departmental equipment.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Supervises logistical personnel.
2. Plans, organizes, coordinates, and supervises the acquisition, storage, issuance and accounting for Police supplies, equipment, assets, and material.
3. Maintains inventory software and records to forecast stock level requirements plus lead times, based on past issue experience, known future requirements and emergency plans, and initiates procurement action to maintain proper stock levels, Consults with Police Chief and other management staff to predict future supply requirements.
4. Prepares for, and assists in, department-wide mobilization for natural disasters and civil disorder by maintaining sufficient quantities of radio batteries, chargers, and emergency supplies (i.e., water, PPE, etc.) to ensure a minimum of twenty-four (24) hours of continued operation; by maintaining and issuing supplies Acts as the liaison for gasoline, diesel fuel, and non-perishable foods for operation.
5. Ensures that the physical structure and equipment in the Police Department building and sub-stations are properly maintained. Receives and expedites requests for building and equipment maintenance and repair and coordinates with other City departments and contractors to ensure that work is completed in a proper and timely fashion. Investigates complaints, delivery problems and contract deviations, reports findings to a Captain. Participates in the preparation of bid specifications, reviews bids submitted, and recommends contractors for maintenance and repair of building and equipment. Determines the best method of procurement consistent with City codes and policies, state statutes and the nature of requests.
6. Secures and maintains cooperative relationships with all vendors.
7. Supervises and coordinates the preventive maintenance, repair, and replacement of portable radios with the Radio Communications and Asset Coordinator.
8. Coordinates the preventive maintenance, repair, and use of cellular phones.
9. Supervises and coordinates the purchase of vehicles with The City's Fleet Manager/Procurement Office. Coordinates the maintenance, repair, and use of the Police Vehicle fleet. Oversees the preparation and maintenance of records reflecting the current status and assignment of Police

vehicles. Oversees audit of fleet maintenance for police vehicles and ensures compliance of vendor fleet contract.

10. Interacts and communicates with the Finance Director, City Manager, other City department heads and employees, subordinates, vendors, consultants, sales representatives, other government agency procurement personnel, and the general public.
11. Operates a computer, printer, calculator, typewriter, fax machine, copier, telephone, scanner, etc.
12. Assists in developing and updating the City procurement code and purchasing polices and procedures manual as requested.
13. Performs general administrative/office duties as required, including but not limited to attending meetings, preparing reports, correspondence, copying and filing documents, entering computer data, reviewing mail, etc.
14. Performs related duties as required.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Have successfully graduated from a standard high school, or possess a G.E.D. from a recognized issuing agency.

Have at least two (2) years progressively responsible work experience in purchasing and storekeeping, or a related area, which would provide the requisite knowledge and skills, the maintenance of stock and inventory records and the forecasting of needs for a large supply operation.

Proficient with standard office suites and prior experience with proprietary software. Ability to communicate effectively, orally, and in writing. Knowledge of departmental municipal rules, regulations, policies, and procedures. Ability to make decisions and interpretations in accordance with established rules, policies, and procedures. Ability to maintain complex records and prepare reports.

B. Knowledge, Abilities and Skills:

Considerable knowledge of the methods, practices, and procedures employed in the acquisition, storage, issue and accounting for Police supplies, material, and equipment.

Considerable knowledge of municipal purchasing practices, including the preparation of bid specifications and cooperative purchasing agreements.

Considerable knowledge of stores, financial, and purchasing record keeping.

Knowledge of standard practices in building and equipment maintenance.

Ability to perform arithmetic computations, such as percentages and discounts, and to compile or supervise the compilation of accurate statistical records,

Ability to determine supply needs, including forecasting of future needs, and to develop effective courses of action to ensure availability of supplies, material, and equipment when needed.

Ability to establish procedures and controls to ensure accuracy of clerical, stores, and financial records, supply transactions and inventories.

Ability to establish and maintain effective working relationships with employees, department officials, vendors, contractors, and the general public.

- C. Physical Requirements: 3**
- D. Environmental Requirements: 2**
- B. Sensory Requirements: 1**