



Code: 1810
Family: Facilities
Service: Administrative
Group: Statistical, Technical, and Mercantile
Series: Storekeeping

CLASS TITLE: DIRECTOR OF LOGISTICS AND SUPPLY

CHARACTERISTICS OF THE CLASS

Under direction, directs and manages the unit and daily activities of citywide logistics and supply programs in the Department of Assets, Information and Services (AIS), and performs related duties as required

ESSENTIAL DUTIES

- Develops and implements logistics and supply policies and procedures to ensure the efficient ordering, receipt and delivery of products and equipment for citywide distribution meet business requirements
- Directs the work of supervisory staff engaged in the storage, inventory and delivery of a variety of materials, equipment, furniture, mail and supplies for City departments
- Directs the approval of staff time off requests; preparation of performance evaluations; and administration of disciplinary actions
- Identifies internal inefficiencies and develops streamline strategies to reduce inventory costs and ensure continuous improvement of logistics and supply programs
- Directs the management of inventory stock of facilities to ensure proper storage, maintenance, and inventory techniques are applied
- Coordinates department items for auction and provides direction to operating departments for citywide items for auction with the Department of Procurement Services
- Evaluates and approves the transfer of stock orders and credit memos
- Directs the allocation of drivers to remove snow at City buildings and parking lots
- Directs the conduct of random audits to ensure the accuracy of inventory and proper space allocation of materials and supplies
- Coordinates the organization, maintenance and repair of central warehouse and storeroom facilities
- Develops budgets to support the efficient operation of the inventory and supply chain infrastructure
- Reviews contract provisions and advises staff on when to place orders to ensure adequate inventory of stocked items
- Reviews catalogs and contacts vendors to obtain price quotes and to determine the best price for requested parts and materials
- Directs the conduct of cost estimates and prepares purchase requisitions in order to procure materials and equipment for department projects
- Participates in developing detailed specifications for new and existing contract agreements
- Functions as a strategic partner with operating departments overseeing office relocation moves
- Ensures health and safety standards are met throughout multiple storeroom operations
- Keeps abreast of external trends and inventory and logistics management
- Generates and maintains operational, metric and data reports based on division operations

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS**Education, Training, and Experience**

- Five years of warehouse management, logistics, and/or supply chain work experience of which four years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois Driver's License is required

WORKING CONDITIONS

- General office environment
- General warehouse or storeroom environment
- Exposure to fumes, noise and dust
- Exposure to extreme temperatures

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held scanning equipment)
- Communication equipment (e.g., two-way radio, pager system)
- Personal protective equipment (e.g., shoes, gloves, vest)

PHYSICAL REQUIREMENTS

- None

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Comprehensive knowledge of:

- *inventory control methods, practices and procedures
- *storeroom and warehouse management methods
- *logistics management methods, practices and procedures
- *practices and procedures for receiving, storing, and issuing materials and supplies
- procurement methods, practices and procedures

Considerable knowledge of:

- *supervisory methods, practices, and procedures
- *applicable safety principles and practices
- *recordkeeping methods, practices, and procedures
- applicable computer software packages and applications

Moderate knowledge of:

- applicable manual and power-driven equipment

Knowledge of applicable City and department policies, procedures, rules and regulations

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision-making
- *MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF FINANCIAL RESOURCES – Determine how money will be spent to get the work done and account for these expenditures
- *MANAGEMENT OF PERSONNEL RESOURCES – Motivate, develop, and direct people as they work and identify the best people for the job
- *SERVICE ORIENTATION – Actively look for ways to help people
- SYSTEMS EVALUATION – Identify measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *TIME MANAGEMENT – Manage one’s own time or the time of others
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REASON MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION – Quickly make sense of, combine, and organize information into meaningful patterns
- COMPARE AND RECOGNIZE DIFFERENCES – Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)
- ORGANIZE INFORMATION – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- INITIATIVE – Demonstrate willingness to take on job challenges
- LEADERSHIP – Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY – Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- ADAPTABILITY/FLEXIBILITY – Be open to change (positive or negative) and to considerable variety in the workplace
- COOPERATION – Be pleasant with others on the job and display a good-natured, cooperative attitude

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
April, 2021