



**Code: 1814**  
Family: Facilities  
Service: Administrative  
Group: Statistical, Technical, and Mercantile  
Series: Storekeeping

## **CLASS TITLE: COORDINATOR OF WAREHOUSE OPERATIONS**

### **CHARACTERISTICS OF THE CLASS**

Under direction, supervises and coordinates the daily activities of a city department's warehouse, and performs related duties as required

### **ESSENTIAL DUTIES**

- Assigns, supervises and monitors the work of staff engaged in the ordering, storage and inventory of a variety of materials, equipment and supplies
- Oversees the ordering process, ensuring that correct funding and commodity codes are entered accurately in the city's finance system
- 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
- Supervises the receipt of ordered equipment and supplies, verifying the quantity and description for accuracy and identifying items to be stored and distributed to department staff
- Conducts cost estimates and prepares purchase requisitions in order to procure materials and equipment for department construction projects and its hired contractors
- Plans and coordinates the conduct of random audits to ensure the accuracy of inventory and proper space allocation of materials and supplies
- Monitors the work of staff engaged in cycle-counting activities to determine the type and frequency of materials received and distributed in and out of the warehouse
- Coordinates and oversees on-site and remote storage retention of department records and files
- Generates and maintains operational and administrative reports
- Participates in developing detailed specifications for new and existing contract agreements, as required

**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 or storekeeping work experience or an equivalent combination of education, training and experience

#### **Licensure, Certification, or Other Qualifications**

- Some positions may require a valid State of Illinois Driver's License

### **WORKING CONDITIONS**

- 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**

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Manual moving equipment (e.g., hand trucks, dollies)
- Powered moving equipment (e.g., electric or motorized lifts and jacks)

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

Moderate knowledge of:

- \* warehouse management or storekeeping methods, practices and procedures
- supervisory methods, practices, and procedures

Some knowledge of:

- applicable computer software packages and applications
- 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
- \*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

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- 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

**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
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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.

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City of Chicago  
Department of Human Resources  
November, 2013