

CLASS TITLE: TELECOMMUNICATIONS INVENTORY COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for administrative, technical, and analytical work as it involves the acquisition, receipt, storage, distribution, maintenance, inventory, security, and use of telecommunications equipment, parts, supplies, and services; and performs other related assigned duties.

ESSENTIAL TASKS:

- Performs, participates, or leads work involving the receipt, recording, storage, maintenance, and issuing of telecommunications and safety equipment
- Orders parts, supplies, equipment and services
- Develops comprehensive technical specifications of RF Systems and services for use in acquiring specialized equipment and services
- Determines propriety of requests prior to the ordering or issuing of parts and purchase order requests
- Reviews schematics and technical specifications to determine equipment and replacement parts requirements
- Contacts purchasing agents and vendors for product information, delivery schedules, and services
- Performs usage analysis and updates inventory records and stocking schedules
- Provides inventory reports or system equipment and replacement parts inventory recommendations
- Effects payment for all purchases
- Assists in preparation of annual budget
- Picks up and delivers parts and equipment at various vendors and City department locations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from and accredited college or university with an associate's degree in materials /inventory management; and two (2) years experience in inventory management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of telecommunications and electronic equipment; good knowledge of inventory practices and administrative reporting and record keeping; good knowledge of computer systems and related operational concerns; and good knowledge of the safety requirements of the work. Ability to maintain inventory and automated record keeping systems; ability to read electronic schematics and order proper parts and equipment and develop technical specifications; ability to perform usage and inventory studies and provide recommendations and implement useful changes; ability to anticipate needs concerning inventory levels; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding. Must be able to pass a skill performance test.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 60 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, kneeling, handling, climbing, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is indoors in an office setting and occasionally outdoors and in inclement weather; and requires some travel to various locations to obtain parts and equipment.

Class Code: 6537

EEO Code: N-03

Pay Code: OT-17

Group: Clerical and Administrative

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Series: Data Processing and Information Services

Effective Date: October 1, 1995