RESOURCE MATERIALS COORDINATOR
(Water Department)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent oversees the collection and distribution of all maintenance materials and safety equipment used in the maintenance/repair of water mains, valves, hydrants and service connections, and surface restorations. The work includes overseeing the storage facility or warehouse and ensuring that proper supplies are available for distribution to work crews maintaining the water systems throughout the City of Albany. Work is performed under general supervision with leeway allowed for exercising independent judgment in the application of daily responsibilities. Supervision over others is typical of this class.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Approves and issues internal maintenance supply orders for pick-up or delivery;
- Records, verifies and organizes all incoming deliveries to be placed in stock;
- Verifies the quantity and quality of all outgoing/incoming maintenance materials;
- Receives and processes correspondence and invoices pertaining to all incoming deliveries and outgoing stock;
- Assigns staff to collect materials to fill orders;
- Identifies current inventory, projects future needs, and recommends materials to be ordered;
- Maintains accurate records of all inventory on a computerized inventory system;
- Distributes and prepares reports enabling the reordering of stocks and supplies;
- Notifies superiors of stock on hand and problems with deliveries such as breakage, incorrect amount of shipment, etc.;
- Receives and responds to all correspondence and other materials relating to departmental inventories;
- Maintains related clerical records and files regarding inventories;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the practices, tools, materials and terminology used in water systems installation, construction, maintenance and repair;
- Working knowledge of personal computers and office equipment;
- Working knowledge of building trades including water installation, plumbing installation, road resurfacing work, etc.;
- Ability to maintain a computerized inventory system;

SEE REVERSE SIDE
• Ability to plan, organize and coordinate storage areas for maximum utilization;
• Ability to handle difficult and complicated assignments;
• Ability to organize, direct and coordinate work activities and materials;
• Ability to organize, supervise and inspect the work of others;
• Ability to express ideas clearly in oral and written form;
• Ability to work well with others;
• Resourcefulness;
• Tact and courtesy;
• Integrity;
• Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate’s Degree in Business Administration or related field and four (4) years of fulltime paid experience in public or private administration, two (2) of which must have involved public contact or involvement in government; OR

B. Graduation from high school or possession of a high school equivalency diploma and six (6) years experience as described in (A) above; OR

C. Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL NOTE: A valid NYS Driver’s License is required at the time of appointment and for the duration of employment.