



WARREN COUNTY PARKS AND RECREATION DEPARTMENT

JOB DESCRIPTION

- I. Name of Position: Logistics and Supply Coordinator
II. Organization Unit: Administrative Office
III. General Summary: This individual is responsible for ordering, coordinating delivery, pricing, and setting up trainings for all department equipment and consumable goods.
IV. Qualifications: High School Diploma; 2 to 4-year college degree (preferred); managerial experience (would be beneficial). WCPRD is an equal opportunity employer.
V. Position Wage: This is a full-time position. The wage will be negotiated at the time of hire. Medical, insurance, dental insurance, and vision insurance is available to all full-time employees after a sixty (60) day probationary period (employee is responsible for paying a percentage of this cost).
VI. Employee Classification : Non-Exempt
VII. Essential Job Functions: 1. Work with Director in ordering, pricing, and coordinating delivery of equipment, materials, and consumable goods. 2. Setup and coordination of useful trainings of new equipment for all staff. 3. Conduct all pricing and ordering, coordination of deliveries and distribution of all custodial supplies for WCPRD facilities with Park and Gym Managers. 4. Coordination of new vendor meetings and yearly supply listings for all vendors. 5. Maintain up-to-date vendor list with contact information. 6. Work with the Athletic Coordinator to inventory football equipment and prepare for registration setup and tear down. 7. Assist with football registration and gym supervisor activities during basketball season as assigned by Director. 8. Responsible for keeping up with and ensuring compliance of all MSDS sheets, booklets, and inventory for department. 9. Responsible for working with Athletic Supervisor in managing background check system for department (calling denied users) and coordinating information with Park Police Deputy. 10. Complete all required/assigned trainings. 11. Assist with logistics of special events and functions. 12. Required to answer phones and take facility reservations and payments. 13. Attend meetings with Director regarding various administrative functions. 14. Ordering all supplies for all divisions of department and coordinating deliveries. 15. Setup and coordination of all safety inspections for department and yearly maintenance checks. 16. Assist with all special project purchasing and related ordering for department. 17. Responsible for tracking all court-approved projects, obtaining proper paperwork, and submitting for payment. 18. Order all signs for the department. 19. Setup and coordination of all yearly fire extinguishers inspections with vendor company and Park Managers. 20. Assist with compiling budget information / data for Director. 21. Understand and agree to comply with WCPRD Employee Handbook and Warren County Personnel Policy. 22. Complete any other duties as assigned by the Director of WCPRD. 23. Perform all duties in a polite, professional, and respectful manner always with both patrons and fellow employees.
VIII. Special Work Conditions: Work within deadlines; multi-tasking
IX. Verification of Understanding Position: By signing this job description, I agree to perform the tasks outlined within and fully understand that I may be assigned other work-related duties and responsibilities as directed by the Director or Assistant Director of WCPRD.

WCPRD Employee Signature
Witness Signature
Director WCPRD Signature

Date
Date
Date