

# Marion County Board of County Commissioners

## POSITION DESCRIPTION



*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### ADMINISTRATIVE LOGISTICS MANAGER

**Department:** Facilities Management  
**Pay Grade:** 112  
**FLSA Status:** Exempt  
**Job Class:** 1161  
**Risk Code:** 8810

#### JOB SUMMARY

Responsible for managing the logistical operations of the Facilities Management Division.

#### ESSENTIAL JOB FUNCTIONS

- Provides direction and supervision of the work order and asset management system.
- Directs and supervises the management of service contracts, which consist of janitorial, mowing, elevator maintenance contracts for Marion County departments, as well as the annual/quarterly inspections of fire alarms, fire suppression, sprinklers and pumps, fire extinguishers, and bay doors.
- Plans, develops, promotes, and oversees the logistics for the department. Develops an effective team that supports overall mission of Marion County.
- Monitors all revenue and expenditures in areas of supervision and prepares all requested reports and estimates.
- Facilitates meetings with employees and vendors, as well as supervises and coordinates the inventory management program within the department.
- Plans and coordinates job-related training for staff when new software is implemented or upgraded.
- Collaborate to create and implement new processes and departmental policies.
- Coordinate various special projects and events.
- Prepares billing invoices, purchase requisitions, and check requests. Compares purchases to contracts to ensure compliance with purchasing guidelines.
- Prepares and processes purchase orders for the acquisition/replenishment of routinely needed supplies, parts, and materials. This task involves multiple vendors and supply options.
- Tracks purchases in process to ensure timely receipt, matching to purchase order, and receipt of correct orders. Creates spreadsheets to analyze data for future or past purchases.
- Performs records management functions associated with inventory tracking, re-ordering, and budget tracking.

- Performs research in obtaining price quotes for regularly required and special project items and evaluates cost impacts of necessary materials, parts, and supplies.
- Determines most efficient purchases based on availability and cost. Monitors the supply chain to ensure operations has the necessary equipment or supplies to perform Emergency Operations.
- Develops and maintains effective working relationships with outside vendors, internal departments, and co-workers. Works closely with Division staff and Purchasing Department in completing purchases and tasks.
- Requests Requisitions, codes, and invoices properly and tracks expenditures in the proper accounts.
- Creates plans to increase efficiency and makes recommendations for policy changes that could result in savings to MCBCC.
- Follows and enforces policies and procedures related to logistics and MCFR.
- Ensures compliance with state statues in purchasing supplies and equipment by working with procurement.
- Participates in equipment evaluations of proposed new equipment and makes recommendations based of field input and support.
- Tracks facility work orders to ensure completion in a timely manner.
- Assists in department budgeting process by projecting needed equipment and alternatives.
- Assists the Clerk of the Court with annual audits as well as ongoing audits for missing or non-located items.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

### **SUPERVISION**

This position is responsible for supervising a small sized work group of employees to carry out assignments or as needed. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotion, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's Degree in Purchasing, Logistics, Accounting, or related field or equivalent; Bachelor's degree in the like preferred; and five (5) years' experience in inventory, logistical supply, and/or warehousing; or an equivalent combination of education and experience.

#### **Licenses or Certifications:**

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to respond to common inquiries or complaints from customers both internal and external, regulatory agencies, or members of the business community.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to develop plans, policies, specifications, and programs continually.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Knowledge of prescribed methods of conducting complete inventory and records management systems.
- Knowledge of the practices and methods of purchasing practices, preparation of purchase orders, requests for bids, etc.
- Knowledge of basic business computer applications, databases, records management systems.
- Knowledge of research techniques, methods, and practices.
- Skills in organization and task prioritization.
- Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

The work is light work which requires exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force to move objects. While performing the duties of this job, the employee will occasionally be required to sit, climb, or balance, stoop, kneel, crouch, or crawl, and smell; will regularly stand and walk; and will frequently be required to use hands to finger, handle, or feel, reach with hands and arms, talk, or hear.

**WORK ENVIRONMENT**

Work is performed in various indoor and outdoor environments. While performing the duties of this position, the employee will occasionally be exposed to moving mechanical parts, toxic or caustic chemicals, fumes or airborne particles, and outdoor weather conditions.

***Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.***

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor (or HR) Signature

\_\_\_\_\_  
Date

**E.O.E.** *Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*