

Logistics Technician



General Summary of Classification:

Performs an array of duties related to inventory management and control, proper inventory storage and handling, and the distribution of department supplies, uniforms, protective clothing, and equipment; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Performs inventory management and control activities, which includes ordering, receiving, inspecting, assembling if needed, storing, tracking, handling, inventorying, and disbursing a wide variety of office and division-specific supplies, equipment and other items necessary for and incidental to the operations of Henrico County's Division of Police;
- Accurately maintains paper and electronic recordkeeping systems, compares inventory records with purchase orders, invoices, and requisitions to verify accuracy and receipt, and investigates discrepancies;
- Receives, unpacks, sorts, and verifies the accuracy and condition of items received against purchase order and other relevant specifications, investigates and resolves any discrepancies and issues with the supplier/vendor, stores items systematically in designated storage areas;
- Assists with or performs as assigned periodic physical inventory audits, includes inspecting inventory items for accuracy, quantity, quality and damage;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Sound working knowledge of inventory management practices and County purchasing policies; sound mathematical skills with demonstrated ability to make accurate counts and basic calculations; sound working knowledge of basic office equipment and supplies as well as equipment and supplies incidental to law enforcement personnel needs.
- **Technical:** Sound computer skills with the ability to use computer and typical office equipment and software, proprietary software and applications, and various wireless technologies to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships with all levels of the Division's sworn and civilian personnel; ability to communicate and interact professionally; sound verbal and written communication skills; excellent collaborative skills with an ability work independently and as part of a team.
- **Decision-making and Authority:** Maintains an accurate accounting of inventories managed by the Evidence & Logistics Unit; advises supervisor of inventory trends and needs for maintaining adequate inventory levels; inspects and ensures deliveries are accurate and received in good condition in accordance with purchase order and other order specifications; reconciles any discrepancies and issues with suppliers/vendors; recommends invoices for approval.
- **Leadership:** Non-supervisory. Serves as a primary point of contact for ordering and distributing uniforms, equipment, supplies and other property to law enforcement and related support personnel.
- **Environment:** Typically works in an indoor setting; may be required to make deliveries to various locations.
- **Physical:** Visual and hearing acuity sufficient to engage in accurate inventory management and respond to customer inquiries and requests. Physical ability sufficient to safely perform assigned duties, including heavy lifting, carrying, loading and unloading various types of inventory, opening boxes, crates and other containers, climbing stairs and making deliveries to various duty-related locations as needed. Includes safely operating a County vehicle, and may include safely operating a forklift and other equipment (e.g. hand-truck, pallet jack, etc.) as needed.

Minimum Education and Experience:

Education: Graduation from high school or equivalent;

Experience: Previous relevant work experience, in a law enforcement setting preferred;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- Valid driver's license to perform assigned duties at various locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.