

CLASS TITLE: QUARTERMASTER COORDINATOR

PURPOSE OF THE CLASSIFICATION: Under general supervision is responsible for coordinating and administering the Tulsa Fire Department's (TFD) Quartermaster system to ensure accuracy of uniform inventory, fiscal/operational record maintenance and maximum efficiency in operations, and performs other related assigned duties.

ESSENTIAL TASKS:

- Coordinates and participates in the purchasing, receipt and inspection of in-coming uniform materials and other related supplies
- Oversees, organizes and facilitates the operational measurement process for a variety of different uniform components
- Coordinates and may perform screen printing and embroidery work on all Fire Department uniform components
- Manages and maintains inventory database and files
- Prepares and maintains expenditure and clothing reports
- Assists in the preparation, monitoring and maintenance of the Quartermaster budget
- Ensures clothing standards compliant with Administrative Operating Procedures (AOP)
- Ensures optimum operability and maintenance schedule followed for all Quartermaster System equipment
- May act as lead to other non-sworn employees
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with an associate's degree in bookkeeping/accounting, budget monitoring, purchasing and inventory management or a closely related field and two (2) years of responsible administrative, data management/inventory control experience; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of the principles and practices of bookkeeping/accounting, budget monitoring, purchasing and inventory management. Ability to prepare and maintain inventory records; ability to operate computers, silkscreen and embroidery machines, and other office equipment; ability to prepare and maintain various reports; ability to understand and follow brief instructions in regard to accounting problems; ability to communicate effectively; 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.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key, and telephone; frequent standing, bending and handling; occasional lifting and carrying up to 50 pounds; occasional reaching, balancing, kneeling, feeling, smelling 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 primarily indoors in an office and a warehouse setting; and some travel to various locations may be required.

Class Code: 4507

EEO Code: N-02

Pay Code: AT-28

Group: Clerical and Administrative

Series: General Administrative

Page 2 (continued from Quartermaster Coordinator)

Effective Date: January 05, 2015