University Classification: Supply Chain Coordinator

Job Code: PBH2
Pay Level: 3B

Position #: 00013023
Org/Dept/Sub-dept #: 90-9170

Position Reports to: Sherri Marine
Name: 00016407
Position #

Position Specific Summary:
The State Hygienic Laboratory at the University of Iowa is seeking a Supply Chain Coordinator. This position is responsible for the supervision and management of the operations of central services with the state hygienic lab. These services include the responsibilities for the mailroom, shipping and receiving, kit preparation, central storeroom, rabies necropsy, the SHL motor pool as well as other areas of responsibility. This position also keeps track of a large portion of our inventory, works with vendors/supplies and reconciles purchases and shipments on the Pcard and PO’s. Good attention to detail and customer service skills are vital to the success of the individual in this role.

Work Location: Coralville, IA

Key Areas of Responsibilities and Specific Job Tasks

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<tr>
<th>Classification</th>
<th>Specific Job Duties and Tasks</th>
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| Procure and deliver goods and services | • Responsible for the day-to-day operation of a retail or non-retail operation and/or may assist college/divisions, departments and units in evaluation, negotiation and procurement of goods and services.  
• Duties may include sales, controllable expenses, cash management, merchandizing, inventory control, loss prevention and store appearance.  
• Makes decisions on what and where to buy product and/or service. |
| Research Products, Prepare Product / Equipment Specifications, and Contract Management | • Perform product research and inventory data analysis.  
• Prepare product or equipment specifications.  
• May determine which product or service to procure, approve product or equipment specifications.  
• May assist with development of policies.  
• Responsible for the implementation of policies. |
| Inventory Management and Marketing | • Oversee inventory controls; determine reorder amounts.  
• Performs annual physical inventory count.  
• Manage merchandise assortment and new production information.  
• Analyze sales trends and make recommendations to maximize sales utilizing merchandising strategies. |
| Vendor and Customer Relations | • Interact with vendors/suppliers to determine product selection and negotiate terms of the purchase. Resolve customer concerns.  
• Monitor contracts.  
• May review and negotiate contract pricing, terms and conditions within established guidelines on behalf of unit, department and/or organization. |
| Data Management or Data Systems Development | • Assess and enhance production software support for inventory management. |
| Fiscal Responsibility | • Determine inventory investments; administer the budget, recommend operational policies and procedures.  
• May assist in budget development and provide projects and recommendations. |
- Utilize laboratory resources appropriately to ensure financial sustainability. Develop, monitor, and meet budget targets.
- Processes weekly invoice for FedEx and UPS and reconciles P-Card voucher

**Leadership / Supervision**
- May provide functional and/or administrative supervision of staff.
- Provide direction, assignments, feedback, coaching and counseling to assure outcomes are achieved.

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### Universal Competencies

| Collaboration/Positive Impact | Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs. |
| Diversity, Equity and Inclusion | Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences. |
| Service Excellence/Customer Focus | Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers. |

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### Technical Competencies

| Customer Service Management (Working) | Manages a team that provides direct customer service. Ensures identification of customer needs and priorities. Monitors and reports on delivery of what was promised. Ensures resolution of customer problems, issues, or concerns. Conducts analysis of problems for trends and takes steps to avoid recurrence. |
| Laboratory Supply and Inventory Management (Extensive) | Coordinates the procurement and management of a variety of materials, equipment and supplies. Evaluates inventory expenditures vs. budget constraints and controls inventory costs. Compares and contrasts alternative sourcing strategies (consignment, just-in-time purchasing, etc.). Formulates contingency plans with critical suppliers to avoid inventory shortages. Coaches laboratory personnel on the principles and best practices of inventory control and waste avoidance. Advises on changes in inventory needs due to variability in the type and frequency of lab tests. |
| PROCUREMENT FUNCTION (Working) | Summarizes the mission, vision and objectives of the procurement function. Implements major procurement programs, initiatives and issues. Monitors compliance with procurement regulations and contract specifications. Participates in meetings regarding relevant regulatory considerations and agencies of the procurement function. Documents the steps and requirements of the procurement process. |
| Product and Vendor Evaluation (Working) | Cooperates and consults with architects and other IT professionals to ensure the quality of products and vendors. Executes, reviews and approves processes and procedures for product and vendor evaluation. Analyzes and prioritizes products and vendors in the marketplace. Follows stated requirements, including local selection criteria and standards for product and vendor evaluation. Assists in selecting suitable products and vendors within the organization. |
This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:
Basic Application - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

Working Experience - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

Extensive Experience - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

Expert/Leader - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

Position Qualifications

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<th>Education or Equivalency Required</th>
<th>A Bachelor’s degree in a related field or an equivalent combination of education and experience is required.</th>
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<td>Required Qualification</td>
<td>• Administrative experience of 1-3 years in related area of inventory/procurement.</td>
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<td>• One-year supervisory experience</td>
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<td>• Exceptional verbal and written communication skills; ability to articulate ideas to both technical and non-technical audience.</td>
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<td>• Possession of a valid state or commercial driver's license, and the ability to meet University Fleet Safety Standards.</td>
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See requisition # 21004101 at https://jobs.uiowa.edu
Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.