



Class Code: 60019401
Date Established: 10/2023
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: non-exempt
Probation: 6 months

CLASS SPECIFICATION

CLINICAL PROCUREMENT COORDINATOR

DEFINITION

Under general supervision, performs a variety of duties involving the procurement and distribution of supplies and medications necessary for clinic and program operations; and performs related work as assigned.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience using a computerized inventory system or software application to receive, disburse and inventory a variety of supplies in a stockroom, warehouse, pharmacy, or closely related environment; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Coordinate purchasing for division including receiving and generating requisitions for necessary supplies for clinic and programs.

Order and obtain requested items from stock on hand or through special order from suppliers; coordinate with vendors to request current pricing and availability and returns as necessary.

Receive ordered goods from outside vendors; verify incoming goods against bills of lading, freight tickets, invoices, or purchase orders; check for accuracy of shipped contents; contact vendor to correct any mistakes made on shipments received.

Work with Administration and Purchasing to reconcile invoices; process requisitions in SAP for purchase orders and ProCard purchases.

Order medication and supplies to include physical receipt and check-in. Maintain PAR level for supplies to ensure inventory controls. Conduct stocking of medical supplies for clinic areas; research replacement supplies as necessary when items are not available.

Assist in processing expired medication for disposal and returns; run necessary reports for repackaging of medication.

Perform courier duties including transporting lab samples, transporting food and essential supplies for quarantined clients, transporting supplies to satellite clinics.

Coordinate, move, and store furniture and equipment; coordinate cleaning and maintenance of specialized medical equipment.

Coordinate maintenance for division's vehicles.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental policies, procedures, and operations.

Laws, rules, and regulations that apply to the assigned function.

Medical equipment and supplies used in the area of assignment.

Distributors of pharmaceuticals, medical and laboratory products.

Operating characteristics of the computerized inventory system in the assigned function.

Universal precautions and infection control procedures.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Interpret and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Order medications, medical and laboratory products from verified distributors.

Identify vendors or other sources available to obtain supplies.

Determine an appropriate substitute for a requested item as needed.

Entry Level *(Applicants will be required to demonstrate these through written, oral, performance or other evaluation procedures.)*

Knowledge of:

Storekeeping and stockroom methods, practices, and procedures.

Computerized inventory, electronic record keeping and standard software applications.

Techniques and methods of record keeping.

Basic mathematical principles.

Basic medical terminology.

Safe driving principles and practices.

Ability to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Understand and accurately follow oral and written instructions.

Safely operate a motor vehicle.

Identify supplies and parts and know their uses.

Read and comprehend product catalogs.

Perform price comparisons of various products and vendors.

Conduct accurate inventories of diverse property.

Prepare, complete, and maintain accurate and comprehensive forms, invoices, records.

Collect, verify, and enter data into applicable software; research discrepancies and/or inconsistent data.

Perform mathematical computations quickly and accurately.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Ability to work in a standard office environment and/or clinical setting. Ability to lift and move objects weighing up to 50 lbs., drive to different sites and locations; tolerate exposure to the outdoors, chemicals, and mechanical hazards.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.