

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 747

LOGISTICS ANALYST

The scope of responsibilities ranges from facility maintenance to supply chain analysis and from inventory management to fleet maintenance and procurement. Since one of the components of the position involves dealing with the City's Purchasing Division, a key function of the Logistics Analyst position is to help the Fire Department in the evaluation of vendors and suppliers based on overall company reputation, price, service quality, availability, reliability and technical support.

In this newly created role, the incumbent works to support the Department through the analysis of the facility maintenance program, acquisition of apparatus, equipment, and related services. This position is assigned to the Logistics Division and reports directly to the Logistics Manager. Will from time to time assist more senior positions working on project or performing duties designed to advance Fire Department mission.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assist staff with the development of standard operating procedures governing the operations of the Fire Department Logistics facility and its daily operations.
- Assist in the annual planning and preparation of Fire Department disaster response and management program. Must also be available to work before, during, and immediately following a major disaster.
- Assist in coordinating orders and order resolution pertaining to inventory issues, vehicle repair and maintenance of a growing network of Fire Department fire stations and other facilities.
- Maintain databases of Logistics information related to budgeting, accounting, requisition and purchasing activities.
- Apply analytic methods or tools to help staff better understand Fire Department supply chain, or control logistics operations or processes.
- Represent the Logistics Division (in the absence of the Logistics Manager) with City Departments and outside agencies for all matters pertaining to the Logistics Division.
- In the absence of the Logistics Manager, assist in directing Logistics personnel activities by establishing task priorities, scheduling and tracking work assignments, and providing guidance when necessary.
- Draft memoranda / presentations to various audiences; e.g., City Officials, Fire Department personnel, industry representatives and others.
- Work with City Staff, Fire Department personnel, and industry representatives to determine Fire Department needs by participating in various committees, taking on-site tours of vehicle manufacturing plants (in or out of State), and researching trade journals and publications ...

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to analyze data to recommend among other things where process improvements could be made in Logistics.
- Knowledge of applicable NFPA and OSHA standards related to fire and EMS.
- Knowledge of municipal government operation and/or fire department operation, as well as procurement.

- Ability to interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; to write routine reports and memoranda; to speak effectively before peers and unfamiliar faces.
- Ability to write and edit detailed reports and to present recommendations in oral and written form.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all City ethics and conflicts of interest policies.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, sexual orientation or political affiliation.
- Ability to plan, direct and supervise the work of skilled and unskilled employees.
- Ability to submit and maintain accurate records and reports.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university and three (3) years of full-time paid experience in operations management, logistics, management information systems, engineering, emergency response, supply chain management, statistics or related is required. Candidates must have strong analytical and communication skills.

A comparable amount of training and experience may be substituted for the minimum qualifications

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, personal computer, calculator, copier and fax machine. The noise level in this environment is usually quiet in an inside office setting.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

11/2018

Bargaining Unit: Non-bargaining

FLSA: Exempt

Pay Grade/Group: 24/50

Location: Fire Department

GERS: Regular: Regular Class