

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: COORDINATOR, HAZARDOUS STORES

Reports To: Designated Supervisor

UW Job Code: 3057

UW Job Family: 72 – Service/Maintenance/Support

SOC Code: 47-4041

FLSA: Exempt

Pay Grade: 22

Date: 10-7-03 (revised 7-1-04; 7-1-06)

JOB PURPOSE:

Supervise and manage designated areas including purchasing chemicals/hazardous materials, maintaining inventory, and maintaining a record-keeping system; resolve patron and merchandising problems.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate the operational functions of designated area; assess needs and future planning of area; purchase needed items for area as directed; maintain inventory and records.
- Resolve problems in obtaining items or refusing orders, tracking shipments, meeting deadlines, and procuring special order items.
- Recommend procedural changes for area; assist in development and maintenance of operational guidelines for area.
- Interpret policy and procedures to support staff and patrons.
- Work with vendor representatives to secure advantageous pricing.

SUPPLEMENTAL FUNCTIONS:

- May recommend hiring, training, supervising and assisting in evaluating support staff; maintain scheduling of staff; provide and/or arrange for backup in areas as necessary.
- May manage office environment.
- May price goods for resale.

COMPETENCIES:

- Attention to Detail
- Safety Awareness
- Delegating Responsibility
- Negotiation
- Quality Orientation

- Analysis/Problem Identification

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree**

Experience: **2 years work-related experience**

Required licensure, certification, registration, or other requirements:

- **Required to possess Hazardous Materials certificate within three months of hire.**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Purchasing functions.
- University accounting procedures.
- Radiation safety procedures.
- Chemistry and reactivity of chemical compounds.
- Storage, handling, transportation, and disposal of hazardous materials.
- Research methods and techniques.
- University policy interpretation and implementation regarding bid procedures.
- Customer service methods, techniques and practices.
- Dispute settlement methods and techniques.
- Bid development based on research and provided information.
- Contract monitoring, and awarding processes and procedures.
- New products and developments in area of expertise.
- Departmental needs in area of buying function.
- Inventory control and record-keeping.

Skills and Abilities to:

- Write and prepare bids.
- Supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Investigate and analyze information and draw conclusions.
- Analyze purchasing requests/orders for compliance with institutional procedures and the Wyoming state procurement code.
- Interpersonal skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Examine and re-engineer operations and procedures, formulate policy, and develop and implement new strategies and procedures.
- Evaluate procurement bids in accordance with established criteria.
- Prepare bids, requests for quotes, and proposals in compliance with University business policies and the Wyoming procurement code.
- Complete moderately complex administrative paperwork.
- Maintain accurate and complete records.

- Use independent judgment to manage and impart confidential information.
- Effectively negotiate.
- Communicate effectively, both orally and in writing.
- Foster a cooperative work environment.

WORKING CONDITIONS:

Regular exposure to mechanical, radioactive, or chemical hazards; dirt, dust, fumes and odors; may be exposed to fire and explosives; regular exposure to warehouse facility, subject to dirt, dust and temperature changes.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.