



**CITY OF DOVER, NEW HAMPSHIRE**  
**Supplemental Position Description**

<b>Position:</b> Data Management Support	<b>Position Control No:</b> XX-XX-XX-XX
<b>Classification-Series:</b> Secretary II	<b>FLSA Status:</b> Non-Exempt, Regular PT 25 hrs/wk
<b>Occupational Grouping:</b> Inventory Control Support Services	<b>Union - Grade:</b> DMEA – Grade 14
<b>Organizational Unit:</b> Community Services Department	<b>Primary Job Location:</b> Public Works Facility, Mast Road

**JOB SUMMARY:** Maintains inventory and work orders and provides administrative support duties for Inventory Coordinator and Community Services Supervisors.

**ACCOUNTABILITY:** Works for Deputy Community Services Director.

**SUPERVISION EXERCISED:** Works under the general supervision of Inventory Coordinator, Director and Deputy Director and may receive direction from other department supervisors.

**TYPICAL EQUIPMENT USED:** Computers, battery chargers, testing equipment, phones, mobile radio, light and heavy commercial vehicles, scanners, printers.

**TYPICAL WORK ENVIRONMENT:** Inside: 80 %      Outside: 20%

**DUTIES AND RESPONSIBILITIES** (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class):

1. Order and receive stock, issue inventory items used for operations of the Community Services Department.
2. Complete purchase orders, maintain accurate inventory control and item count.
3. Ensures all the paperwork is being completed including entering all repair orders, confirming the accuracy and closing the repair orders.
4. Helps manage inventory system, ensuring accurate data input and tracking.
5. Assists mechanics in ordering and procuring necessary parts.
6. Assists the Fleet Manager to monitor technician scheduling and efficiency.
7. Complete and maintain records and reports as required.
8. Coordinates activities with other employees, departments or agencies.
9. Establishes and maintains effective working relationships with employees, other departments and agencies, and the general public.
10. Maintains familiarity with and executes safe work procedures associated with assigned work.
11. Performs other related duties as required.

**TYPICAL PHYSICAL ACTIVITY REQUIREMENTS:**

<p><b>LIFT:</b>          -up to 10 lbs.: Occasionally required          -11 to 25 lbs.: Rarely required          -26 to 50 lbs.: Not required          -over 50 lbs.: Not required</p> <p><b>CARRY:</b>          -up to 10 lbs.: Occasionally required.          -11 to 25 lbs.: Rarely required.          -26 to 50 lbs.: Not required.          -over 50 lbs.: Not required</p> <p><b>REACH:</b>          -above shoulder height: Rarely required.          -at shoulder height: Occasionally required.          -below shoulder height: Occasionally required.</p>	<p><b>PUSH/PULL:</b> Occasionally required.  <b>TWISTING:</b> Occasionally required.  <b>BENDING:</b> Occasionally required.  <b>CRAWLING:</b> Not required.  <b>SQUATTING:</b> Rarely required.  <b>KNEELING:</b> Not required.  <b>CROUCHING:</b> Rarely required.  <b>CLIMBING:</b> Rarely required.  <b>BALANCING:</b> Not required.  <b>GRASPING:</b> Frequently required.  <b>HANDLING:</b> Frequently required.  <b>TORQUING:</b> Occasionally required.  <b>FINGERING:</b> Frequently required.</p>
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**DURING AN 8 HOUR DAY, EMPLOYEE IS TYPICALLY REQUIRED TO:**

<p><b>CONSECUTIVE HOURS:</b>          Sit: 3 hours          Stand: 1 hour          Walk: 1 hour</p>	<p><b>TOTAL HOURS:</b>          Sit: 6 hours          Stand: 2 hours          Walk: 2 hours</p>
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**COGNITIVE AND SENSORY REQUIREMENTS:**

<p><b>TALKING:</b> Necessary for communicating with others  <b>HEARING:</b> Necessary for receiving instructions and information.  <b>SIGHT:</b> Necessary for performing job effectively.  <b>TASTING &amp; SMELLING:</b> Required for detecting odor and fumes.</p>
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**TYPICAL WORK SURFACE(S):** Concrete floors; work benches and tables; office desk and chair; service counter; computer work station.

**TYPICAL CONTROLS & EQUIPMENT:** Hand and power tools; light and heavy utility vehicles; telephone, mobile radio; tracing metal and leak detection instruments; analog and digital instruments and gauges; keyboard/pad; computer mouse; telephone.

**SUMMARY OF OCCUPATIONAL EXPOSURES:** Fuels; lubricants; fumes; fluoride; chlorine and other toxic and caustic chemicals; dust; herbicides; copier and printer toner

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:** Ability to maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully. Some knowledge of equipment, facilities, materials, methods and procedures used in construction/fleet, maintenance and repair activities. Proficient in computer operations and familiar with inventory programs. Ability to understand and follow oral and written instruction. Considerable knowledge of business English, spelling, arithmetic and vocabulary. Working knowledge of personal computer hardware and software including familiarity with use of various software applications including electronic spreadsheets.

**EDUCATION/LICENSURE/CERTIFICATION REQUIREMENTS:** High school diploma or equivalent. Two (2) years of college or related vocational training preferred. Two to four years' administrative support experience with two of those years in parts inventory; or an equivalent combination of education and experience which demonstrates possession of the knowledge, skills and abilities required for the position. Maintain valid motor vehicle license.

**SPECIFIC VOCATIONAL PREPARATION/EXPERIENCE REQUIREMENT(S):**

<input type="checkbox"/> 1. None.	<input type="checkbox"/> 6. 1 to 2 years.
<input type="checkbox"/> 2. Short demonstration up to 30 days.	<input checked="" type="checkbox"/> 7. 2 to 4 years.
<input type="checkbox"/> 3. 30-90 days.	<input type="checkbox"/> 8. 4-10 years.
<input type="checkbox"/> 4. 91-180 days.	<input type="checkbox"/> 9. Over 10 years.
<input type="checkbox"/> 5. 181 days to 1 year.	

**OTHER CONSIDERATIONS AND REQUIREMENTS:** The minimum requirements listed above may be satisfied by having any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Classification Established: July 1, 1996  
Job Description Developed: June 13, 2019  
Revised: