



## Executive Service Position Announcement

# TN Volunteer Challenge Logistician

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### Position Description:

The Tennessee Military Department is currently accepting resumes for the position of Tennessee Volunteer Challenge (TNVCA) Logistician. The Logistician is responsible for planning and administering the logistical operations of the Tennessee Volunteer Challenge Academy (TNVCA) by ensuring proper receipt, storage and issuance of supplies and equipment, maintaining property and equipment records, historical data, managing vehicles, and preparing a variety of reports and related documents.

**Annual Salary:** \$36,636

### Essential Job Duties:

- Assigned as the responsible officer of the primary hand receipt issued to TNVCA from the Military Procurement Office. Maintain and update a local property book database containing all property and associated data to include, stock number, nomenclature, serial number, location, and hand-receipts. Maintain property accountability for State and Federal property in accordance with applicable policies. Prepare and submit Financial Liability Investigations of Property Loss (FLIPL). Coordinates with State Military Property Book Manager to ensure newly receipted items are added to the Property Book. Assist Property Book Officer with Property Book reconciliation.
- Conduct periodic and annual inventories of supplies and equipment. Create annual inventory schedules for property holders. Update all hand receipts. Provide inventory assistance when requested and provide follow up action when suspense has not been met. Report discrepancies to supervisor. Receive all supplies and equipment, move property for stock replenishment to applicable storage areas, and prepare hand receipts for supply issue. Ensures storage areas are maintained in an orderly manner.
- Conduct periodic inspections of equipment signed out to ensure proper care and maintenance. Report suspected abuse to supervisor. Maintain documentation for accountability of equipment during off site repair and for historical purposes. Manage vehicles required for organic support of academy activities. Ensure PMCS and logbooks are completed for dispatched vehicles. Ensure vehicle reporting is accomplished in accordance with applicable directives.
- Prepare and submit requisitions for all federal accountable and expendable supplies and equipment purchased through USPFO. Submit requirements for state supplies, equipment, or services to the Budget Officer for local contracting. Maintain documentation of issued expendable supplies and ensures proper supply discipline. Conduct follow-ups on overdue requisitions and conducts periodic reconciliation with USPFO and Budget Office on all outstanding orders. Initiate turn-in of unserviceable/excess property through appropriate channels.

## **TNVCA Logistician Position Description Cont'd**

- Ensure sufficient cadet clothing is on hand for in-processing of each class cycle and for exchange of lost/damaged clothing. Ensure cadet clothing is inspected, cleaned, sized and restocked upon class graduation.
- Key Control Manager for the academy. Maintain key control signature cards for all personnel and maintain a tracking database for key control.
- Supervises Logistics personnel; schedule and assign work, develop time and attendance schedules, conduct staff evaluations and provide guidance.
- Serve as the proponent authority for policies, procedures and regulatory guidance associated with the functions of the Administrative Logistics Specialist position. Develop policies, procedures and other guidance needed to implement and execute the duties, responsibilities and functions of this position description.
- Perform other duties as required or assigned which are reasonably within the scope of duties enumerated above.

### **Minimum Qualifications:**

- Bachelor's Degree in business administration, public relations, or related field and three (3) years' experience in work related to the above described duties, OR High school diploma or GED with six (6) years experience in work related to the above described duties.
- Ability to communicate effectively both orally and in written communications.
- Knowledge of office practices, programs, and be able to use common office equipment.
- Ability to work with little supervision to produce required quota vital to success of program.
- Possess a valid state driver's license and be eligible to obtain and maintain a US Government Motor Vehicle Operator's ID card.
- Employee will undergo an extensive background check. Applicants for this class must have no conviction of a felony; applicants must be willing to be fingerprinted and must have their fingerprints on file with the Tennessee Military Department; applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Tennessee Military Department. The data may be used as part of a review process to evaluate eligibility for continued employment.

### **How to Apply:**

Submit your resume detailing your experience in meeting the above requirements for the TNVCA Logistician to:

**Tennessee Volunteer Challenge Academy**

TNVCA@tn.gov

**Deadline to Apply: October 12, 2016**