

## CLASSIFICATION SPECIFICATION



**CLASSIFICATION:** Commissary Coordinator  
**ALLOCATION:** Sheriff's Department  
**FLSA STATUS:** Non-exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** January 2008  
**REVISED:**

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### **JOB SUMMARY:**

Under general supervision performs a variety of administrative, operational and procedural duties related to the operation of the County Jail inmate commissary, including to research, collect and analyze data, maintain financial records of commissary activities, develop and implement processes, direct and assign the work of commissary staff, train commissary staff, prepare reports, research and procure merchandise, organize inventory, make account transactions, decide restocking points, perform stocking and distribution of products to jail inmates, and performs other duties as assigned.

This is the advanced-journey specialized skilled craft class in the commissary support series. Duties are performed within the confines of a detention facility and at times require working directly with and around inmates.

### **CLASS CHARACTERISTICS:**

This position reports directly to a Sheriff's Lieutenant - Corrections.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Develops, coordinates and implements commissary activities; prepares technical documents related to the commissary and procurement activities.
- Provides oversight of purchasing contracts; coordinates purchasing activities; researches vendors; reviews requests for payment, ensures that work was performed and/or materials delivered and processes invoices.
- Ensures commissary is in compliance with related laws, codes, ordinances, and department policies; advises staff and supervisors of areas of non-compliance; recommends measures to gain and maintain compliance.
- Responds to requests for documentation related to assigned area of responsibility; interprets and explains policies and procedures to jail inmates.
- Trains commissary assistants; assigns and inspects the work of assigned staff; assists in the preparation of or makes recommendations relating to the performance appraisals of the commissary staff.
- Resolves inmate grievances related to the performance of the jail commissary.
- Inspects and accepts arriving shipments of products.
- Performs and conducts studies, special projects, administrative, operational, procurement and other informational research projects; performs data collection and analysis; documents processes; prepares reports and technical documents; develops processes and procedures to improve efficiency.
- Processes inmate commissary orders by pulling stock, bagging and distributing orders and items to County Jail inmates.
- Inputs data into the automated commissary accounting system to maintain fiscal controls and inventory levels.
- Orders and unpacks replacement stock; maintains stock area in a clean and orderly fashion.
- Conducts a regular physical inventory to reconcile stock levels.
- Reviews automated reports and resolves accounting and stock level discrepancies.
- Maintains accurate records and files related to assigned work.
- Prepares reports related to commissary activities on a periodic basis.
- Periodically delivers commissary items and order forms to inmates.

#### **Important:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of the work.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

- Principles and practices of administrative and/or technical area related to assignment, including but not limited to claims and procurement.
- Basic principles and practices of public purchasing, including competitive bidding practices.
- Stock control and inventory procedures.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- Specific functions, terminology and concepts related to the operation of a jail commissary.
- Standard office practices and procedures and the operation of office equipment, including a computer.
- Applicable laws, codes and regulations.
- Principles and practices of financial record keeping.
- Practices and methods of inventory control and storekeeping.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.
- Techniques for working successfully with other employees in a lead capacity.

### **Skill in:**

- Planning, directing and reviewing the work of others on a day-to-day basis.
- Managing one's own time and the time of others, managing multiple projects and meeting critical deadlines.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Training others in work procedures, in individual settings.
- Buying effectively with regard to quality, quantity and price in standard situations.
- Reviewing purchasing documents for clarity and accuracy.
- Using initiative and independent judgment within general policy guidelines.
- Understanding and following oral and written directions.
- Making accurate arithmetic calculations.
- Maintaining the commissary area in a clean and orderly condition.
- Maintaining accurate financial and inventory files and preparing clear and accurate reports.

### **Ability to:**

- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group II) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and push carts in a correctional facility on concrete floors; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Strength to occasionally lift supplies weighing up to 40 pounds.
- Mobility to work in a typical office and stockroom setting.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Correctional facility, including exposure to hostile and/or abusive individuals.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures:

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

**Special Requirements:**

- Pass a detailed background investigation.
- Shift work, including nights, weekends and holidays.

**Education and Experience:**

**MINIMUM:** An Associate's degree from an accredited college with major coursework in accounting, business, or a related field; and two years of experience at a level at least equivalent to the County's class of Commissary Assistant or providing technical purchasing.

Candidates with strong experience who lack the degree are encouraged to apply.

**PREFERRED:** In addition to the minimum, a Bachelor's degree from an accredited college in Accounting, Business, Economics, or a related field and/or experience in purchasing, law enforcement, military, or in a correctional environment.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Dept Approval: Jerry Read  
Date:

Personnel Approval: Iva Seaberg  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_