

**American Red Cross  
Greater Los Angeles Chapter**

**Job Description**

**Position Title:** Manager, Logistics

**Department:** Emergency and Disaster Response

**Reports To:** Director, Emergency Disaster Response

**FLSA:** Non-Exempt

**I) Position Summary**

The Manager of Logistics has overall responsibility for ensuring the availability and readiness of equipment and supplies necessary to support local emergencies and major disaster relief operations. Working with external partners and subordinate staff, is responsible for the procurement, placement, storage and maintenance of supplies, materials, transportation and communications necessary to support the Department's response activities.

- A. Has primary responsibility management of the Department's Logistics Program.
- B. Responsible for working closely with external partners and, internally, other sections of the Emergency and Disaster Response Department to ensure that the Chapter's emergency and disaster response material needs are met.
- C. Coordinates mobilization and deployment of Chapter-owned material, supplies and equipment.
- D. Identifies material needs and takes appropriate steps to order or otherwise obtain required material resources from Red Cross sources, outside vendors, and other suppliers.
- E. Through subordinate staff, manages and ensures the quality and success of the Greater Los Angeles Chapter Disaster Services Transportation Program.
- F. Through subordinate staff, manages and ensures the quality and success of the Greater Los Angeles Chapter Disaster Services Catastrophic Containers Program.
- G. Through subordinate staff, manages and ensures the quality and success of the Greater Los Angeles Chapter Disaster Services Materials Management Program.

- H. In conjunction with subordinate staff, ensures accurate maintenance of records relating to the Chapter's material EDR resources.

## **II) Major Responsibilities**

- A. Identifies material needs and takes appropriate steps to order or otherwise obtain required material resources from Red Cross sources, outside vendors, and other suppliers.
  - 1. Supervise and oversee the administration of the Department's Materials Management Program.
  - 2. Supervise and oversee the administration of the Chapter's Shelter Container Program.
  - 3. Supervise and oversee the administration of the Department's Transportation Program.
  - 4. Supervise and oversee the administration of the Department's Data Reporting/Finance/CAS Program.
  - 5. Works closely with the Planning/Partner Relations Section to ensure effective coordination of shelter and feeding partnerships.
  - 6. Maintain statistics for monthly and annual reports.
  
- B. Support Chapter Volunteer Management
  - 1. Work in collaboration with Training Coordinator, Disaster Services Human Resources (DSHR) Coordinator, District Coordinators, District Chairs and the Office of Volunteer Personnel to ensure quality volunteer recruitment and retention.
  - 2. Actively participate in recruiting efforts for new volunteers and in retention efforts for existing personnel.
  
- C. Support Chapter's Emergency and Disaster Response
  - 1. Serves as a member of command staff and works in collaboration with Director, Assistant Director, Emergency Response Personnel Manager, Planning Manager, and Operations Manager during emergency and disaster operations.
  - 2. Coordinates mobilization and deployment of Chapter-owned material, supplies and equipment.
  - 3. Staffs post position in Emergency Operations Center (EOC) during exercises and actual large-scale events.

4. Participates and provides feedback regarding after action reports and recommendations following internal/external exercises and actual events that require EOC activation.
5. Takes appropriate actions in areas of responsibility pursuant to after action reports and recommendations.

### **III) Other Dimensions**

- A. As a contributor to the work of an emergency relief organization, extended work hours and/or assignments to a disaster specific task will be required.
- B. Membership in the national DSHR system is required.
- C. Availability to participate on at least one national disaster relief operation assignment per year.
- D. Incumbent will be required to become a certified instructor of basic Disaster Services courses and to teach Disaster Services courses as necessary.

### **IV) Qualifications**

- A. Education: Bachelor's degree or equivalent work experience.
- B. Experience: Minimum of 4 years experience in an emergency service or product/inventory management related position. Experience working closely with volunteer work forces strongly desired.
- C. Other: Strong computer skills including Word, Excel, PowerPoint, and various databases desirable. Good communication, presentation, and organizational skills.

**Written by:** Michael Kleiner

**Approved by:**

**Date:** April 2007

**Date:**