

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32463
Job Class Code:	790	Salary Schedule:	ASRRSPWRH
EEO Category:	06	Grade:	18
Workers Comp Code:	8018		

Job Code Established:	04/05/91	Effective Date:	
Job Code Revised:	01/01/04	Effective Date:	

JOB CODE SERIES: Inventory and Supply Series

JOB CODE TITLE: SUPPLIES WAREHOUSING SUPERVISOR

HRIS TITLE: SUPPLIES WAREHOUSING SPV

CHARACTERISTICS OF THE CLASS: Works under limited supervision of a Supplies/Warehousing manager or other administrative superior, within established guidelines and policies. Has the authority to purchase/order necessary supplies, materials, and/or equipment; determine minimum/maximum stock levels and reorder points; accept/reject delivery of supplies, materials, and/or equipment; plan, organize, assign, and evaluate the work of subordinate staff; develop and implement a budget for supplies, materials, and equipment; project supply, materials, and equipment needs. Supervisors a stores/warehouse facility having several defined divisions/sections with a varied inventory typically including capital equipment, office supplies, maintenance materials, custodial supplies, forms, clothing, and/or food items; exercises overall inventory control; develops/monitors the budget; prepares usage and needs projection reports for management. Work product consists of stores/warehouse facility adequately stocked with appropriate items; requested items picked, packed, staged, and delivered correctly and in a timely manner; correctly prepared requisitions, purchase orders, and distribution documents; stores/warehouse facility organized and stock rotated; subordinate staff trained in equipment operations, safety practices, and general stores/warehousing procedures. Responsible for maintaining an adequate supply of items necessary for the organization's operating needs; scheduling incoming/outgoing deliveries of supplies, materials, and equipment; developing/implementing policies/procedures regarding stock item storage, rotation, and distribution; projecting supply/materials needs based on past usage and anticipated organization operations; training and supervising subordinate staff.

EXAMPLES OF DUTIES: Develops/implements a variety of stores/warehousing related policies and procedures concerning stock storage/rotation, delivery schedules, inventory control, shipping/receiving, and safety. Projects supply, material, and equipment needs based on past usage and anticipated program/organization activities. Plans, coordinates, assigns, and evaluates the work of subordinate staff. Trains subordinate staff in specialized equipment operation, general stores/warehousing procedures, and safety practices. Monitors capital equipment and/or general supply/material inventory control record/systems to ensure accuracy and completeness. Develops/implements budget for stores/warehouse operation. Interfaces with vendors regarding new products, delivery schedules, ordering/purchasing activities, and/or problem resolution. Conducts public auctions for disposal of surplus/obsolete inventory. Picks, packs, stage, and/or delivers materials, supplies, and/or equipment. Stocks shelves/bins with incoming items and/or from stock reserves. Takes physical inventories of stack on a periodic basis. Prepares documents for purchasing, ordering, and/or issuing materials, supplies, and/or equipment. Prepares reports regarding supply/materials usage and projected needs. Performs related work as required.

WORK CONDITIONS: Occasional lifting of items weighing 20 pounds or more; exposure to noise, dust, and temperature extremes; possible exposure to hazardous substances.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: storekeeping/warehousing practices/procedures including shipping, receiving and inventory control; State Procurement Code and associated rules/regulations; special storage requirements for certain supplies/materials; the principles and practices of leadership and work management; the principles and practices of employee training; delivery scheduling principles and practices; recordkeeping/report preparation procedures; stores/warehousing safety practices and procedures.

Ability to: organize and operate a stores/warehousing facility; ability to train subordinate staff; ability to apply the principles and practices of leadership and work management; project materials, supplies and equipment needs based on past usage and anticipated program/organizational activities; prepare reports regarding supplies/materials usage and stores/warehousing activities; establish and maintain effective work relationships.

SPECIAL SELECTION FACTORS: May require possession and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.