

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV32464
Job Class Code:	790	Salary Schedule:	ASRRSPWRH
EEO Category:	01	Grade:	20
Workers Comp Code:	8018		

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

JOB CODE SERIES: Inventory and Supply Series

JOB CODE TITLE: SUPPLIES WAREHOUSING MANAGER

HRIS TITLE: SUPPLIES WAREHOUSING MGR

WORK DESCRIPTION: Directs the operation of a statewide stores/warehousing network with a widely varied inventory typically including capital equipment, office supplies, forms, maintenance/construction materials, custodial/ housekeeping supplies, clothing, and/or food items; develops/implements operating budget; prepares a variety of usage, needs projections, and related reports for management.

WORK ACTIVITIES: Develops a variety of stores/warehousing related policies and procedures concerning storage/rotation, shipping/ receiving, inventory control, capital equipment/surplus property, and safety. Projects supply, material, and equipment needs based on past usage and anticipated organization activities.

Plans, coordinates, assigns, and evaluates the work of subordinate supervisory staff.

Interfaces with vendors regarding new products, delivery schedules/locations, ordering/purchasing activities, and problem resolution.

Develops/administers the budget for a statewide stores/warehousing network.

Monitors capital equipment/surplus property inventory control records/systems to ensure accuracy and completeness.

Conducts public auctions for disposal of surplus/obsolete inventory.

Takes physical inventories of stock on a periodic basis.

Prepares a variety of management reports.

Prepares documents for purchasing, ordering, and/or issuing materials, supplies, and equipment.

Performs related work as required.

WORK CONDITIONS: Exposure to noise, dust, and temperature extremes; possible exposure to hazardous substances.

SUPERVISION: Works under general direction of an Administrative Services Officer or other administrative supervisor.

WORK RESULTS/PRODUCTS: Statewide stores/warehousing network adequately supplied with appropriate items; organization's supply, materials, and equipment needs accurately projected; capital equipment/general inventory items accurately tracked; correctly prepared requisitions, purchase orders, and distribution documents.

RESPONSIBILITY: For maintaining an adequate stock of supplies, materials, and equipment necessary for the organization's operating needs; projecting supplies, materials, and equipment needed based on past usage and anticipated organization activities; coordinating incoming/outgoing deliveries involving multiple vendors/delivery destinations

AUTHORITY: To purchase/order necessary supplies, materials, and equipment; project supply, material, and equipment needs; develop/implement a budget for supplies, materials, and equipment; develop and administer capital inventory/surplus property policies/procedures; plan, coordinate, and evaluate the work of subordinate supervisory staff.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: storekeeping/warehousing practices and procedures including shipping, receiving, and inventory control; Arizona State Procurement Code and associated rules/regulations; basic materials/supply management principles; special storage requirements for certain supplies/materials; the principles and practices of employee supervision and training; budget development/ implementation principles and procedures; recordkeeping/report preparation procedures; stores/warehousing safety practices/procedures.

Ability to: organize and operate a statewide stores/warehousing network; train and supervise subordinate supervisory staff; project materials, supplies and equipment needs based on past usage and anticipated organizational activities; prepare reports regarding capital equipment, surplus property, supplies/materials usage and general stores/ warehousing network activities; establish and maintain effective work relationships; receive, store, inventory, purchase and distribute a variety of supplies, materials and equipment.

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