

SUPPLY MANAGER I

NATURE AND VARIETY OF WORK

This is entry level professional supervisory and administrative work in the supply management field (e.g.; warehousing, inventory control, surplus property acquisition/disposal, central receiving, fixed assets). Incumbents supervise a small subordinate staff in functional areas within the supply management field. Incumbents work under close supervision and work is evaluated as it contributes to the overall effectiveness of the unit/section/division.

Upon the satisfactory completion of a probationary period, the position incumbent may be promoted to the II full performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities over subordinate personnel as defined in the Personnel Law (Section 16-102(59)).

Manages an automated inventory system according to prescribed procedure for the accountability and availability of the basic materials, supplies and equipment utilized by all departments of County government.

Represents the work unit at staff meetings, seminars, conferences, etc. as directed to improve productivity and enhance skills.

Establishes/evaluates the overall priorities/effectiveness to provide for the efficient flow of operations in accordance with departmental rules and regulations.

Monitors expenditures/inventory system/approves all expenditures/reconciles expenditures with unit budget to assure budgeted amounts are not exceeded using knowledge of budgetary and accounting procedures.

Provides technical and administrative support to County personnel relative to inventory matters to resolve problems/provide assistance according to established procedures.

Prepares periodic/special narrative/statistical/budgetary reports for management using written communications skills to be utilized for verification of completeness and compliance of operations with established policy and procedures.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Working knowledge of inventory, distributions, warehousing, storing, receiving and inspection methods.

Working knowledge of modern computerized/manual inventory systems.

Working knowledge of the techniques of managing a working unit.

Knowledge of business mathematics and accounting.

Knowledge of personnel practices and procedures.

Ability to supervise the work of subordinate personnel.

Ability to coordinate/implement plans and procedures.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited college in marketing, retail sales and distribution, economics, business or public administration with course work in automated data processing or a related area; or an equivalent combination of related education, training and experience.

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