

SUPPLY MANAGER II

NATURE AND VARIETY OF WORK

This is full performance 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 general supervision and work is evaluated as it contributes to the overall effectiveness of the unit/section/division.

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)).

Administers a support program associated with inventory systems to meet the requirements of Federal/State mandates using knowledges of these laws.

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 Federal/State laws governing support programs being administered.

Considerable knowledge of inventory, warehousing, storing, receiving and inspection methods.

Considerable knowledge of modern computerized/manual inventory systems.

Considerable knowledge of the techniques of managing a working unit.

Knowledge of business mathematics and accounting.

Knowledge of personnel practices and procedures.

Ability to supervise 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 field, plus one (1) year of supervisory experience; or an equivalent combination of related education, training and experience.

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