

## SUPPLY MANAGER III

### NATURE AND VARIETY OF WORK

This is senior level professional work supervising the operation of two (2) or more major work units of materials management. Work is differentiated from lower level Supply Manager positions by the greater variance of responsibility and the greater involvement in long and short range planning. Incumbents work independently under the general policy guidance of an administrative supervisor and work is evaluated as it contributes to the smooth flow of services to using agencies/divisions.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

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

Prepares and submits the justification, narrative, statistics and projections for the annual budget covering work units.

Supervises the taking of physical inventories over assigned work units for reconciliation with system/manual records according to prescribed procedures.

Administers an inventory system of commodities/equipment/services utilized by all County agencies/divisions for the accountability/availability of required materials.

Administers the receipt/pickup, storage and issuance of surplus property/petroleum products/commodities/equipment/services to/from designated personnel/vendors; resolves problems occurring in operations to ensure smooth flow of operations and effectiveness of procedures.

Evaluates the effectiveness/correctness of services rendered; recommends changes to operational procedures when needed and on request to enhance operational efficiency.

Plans/schedules/establishes priorities and coordinates the day-to-day operations of assigned staff to provide a framework for sound work flow and user satisfaction.

Represents the department/division/work unit(s) at staff meetings, seminars and public speaking engagements to update on state-of-the-art in industry/advertise materials management function of County government.

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

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

Thorough knowledge of modern computerized/manual inventory systems.

Thorough knowledge of the techniques of managing multiple work units.

Considerable knowledge of a variety of materials, supplies, equipment and store items.

Considerable knowledge of business mathematics and accounting.

Considerable knowledge of personnel practices and procedures.

Considerable writing skills.

Ability to supervise work of subordinate personnel.

Ability to develop/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 two (2) years of supervisory experience; or an Master's Degree in one of the above areas; or an equivalent combination of related education, training and experience.

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