

## SUPPLY MANAGER IV

### NATURE AND VARIETY OF WORK

This management 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 comprehensive supply management operation. Work is evaluated based upon the overall effectiveness of services rendered to County agencies.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercise the full range of supervisory duties and responsibilities over subordinate positions as defined in the Personnel Law (Section 16- 102(59)), in order to provide sufficient training, monitoring, reviewing and evaluation of subordinates.

Develops policy, procedures, systems and designs necessary for the maintenance of perpetual inventory and fixed asset records; for acquiring, receiving, storing and distributing of supplies; and for redistributing/disposal of surplus property as mandated by County Charter in order to achieve effective operational flow.

Directs and prepares various management and special studies, works with using agencies/Facilities Management/vendors to develop appropriate/feasible operational and system requirements to provide for sound workflow.

Analyzes system and operational results in order to ensure that the work is managed efficiently and effectively within budgetary resource parameters and initiates appropriate actions designed to accomplish sectional/divisional/departamental missions, goals and objectives.

Prepares and submits all budget reports for Materials Management section according to prescribed procedures.

Coordinates major supply efforts, e.g., salt/calcium chloride and snow removal equipment parts, such that work stoppages are avoided and citizens are serviced promptly and efficiently.

Schedules and conducts staff meetings to familiarize subordinate personnel with policy/procedure/operational changes that effect the conduct of work to increase productivity and enhance efficiency.

Provides technical support/assistance to supervisor/other County personnel regarding area of responsibility to resolve problems/answer questions.

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

Extensive knowledge of techniques, materials and principles of management systems as they apply to the inventory Control, Surplus Property Acquisition Disposal, Warehousing, and Central Receiving and Inspection.

Extensive knowledge of computerized/manual systems design.

Thorough knowledge of personnel practices and procedures.

Thorough knowledge of budgetary and accounting procedures.

Ability to plan and organize.

Ability to prepare, analyze, interpret and submit oral and written reports; and suggest modifications and improvements where needed.

Ability to supervise the work of subordinate personnel.

Ability to develop and implement policy, plans and procedures.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited college in Marketing, Business or Public Administration, Retail Sales and Distribution, or Economics with Coursework in Automated data processing; plus three (3) years supervisory experience; or an equivalent combination of related education, training, and experience.

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