

SUPPLY TECHNICIAN

NATURE AND VARIETY OF WORK

This is para-professional level work in assisting a Supply Manager or division head in the administrative management of a core supply function. Incumbents in this class may also lead/supervise a group of subordinates in the operation of one of the major areas of procurement and materials management. This class is distinguished from subordinate level supply clerks by the preparation of detailed and technical correspondence, special and budget reports, monitoring of operational effectiveness, and preplanning and review. Work is performed independently and reviewed for completeness and accuracy of results.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

May lead/supervise subordinate positions.

Maintains status of input/review computer and, generated data/reports for completeness/accuracy; verifies/analyzes/reconciles data; resolves discrepancies and reports to supervisor any problems/corrective actions taken according to prescribed procedures to maintain quality control.

Compiles/prepares/submitting pertinent information/reviews regarding budgetary/procurement/accounting/management data for the purpose of determining system and operational procedures effectiveness.

Prepares pertinent correspondence for/makes recommendations to management for production and work standards as directed/needed to promote operational efficiency.

Monitors special projects, work projections and/or backlogs as directed/needed for the purpose of meeting established priorities.

Coordinates with customers (using agencies)/vendors/buyers to resolve problems/answer questions/provide assistance/preplan unusual requirements/identify stock and upgrade specifications to maintain quality and operational control.

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

Knowledge of inventory, distribution, warehousing, receiving and inspection methods and procedures.

Knowledge of a complex computerized data processing inventory system of record keeping.

Knowledge of the County's accounting and procurement procedures.

Knowledge of a variety of materials, supplies, equipment and storage items particular to assigned areas.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with County personnel at all levels and with the general public.

Ability to understand and follow complex written and oral instructions.

Ability to coordinate plans and systems.

Ability to prepare narrative and statistical reports.

Ability to analyze and revise operational methods and procedures.

Ability to lead/supervise subordinate positions.

MINIMUM QUALIFICATIONS

High school graduate or equivalent plus three (3) years experience in the supply/property/materials management operation; two (2) of the years must have been at the lead/supervisory level; or an equivalent combination of related education, training or experience.

CREATED: 12/77

REVISED: 10/88