

**ADMINISTRATOR, OPERATIONS DIVISION (GSA)****NATURE OF WORK IN THIS CLASS:**

Administers a central warehousing system for supplies for the Government of Guam.

**ILLUSTRATIVE EXAMPLES OF WORK:** (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Plans and administers a central warehousing function for Serv Mart, Receiving and Storing, Satellite Warehouses, Surplus Storage and Bulk Storage.

Administers activities of workers engaged in lifting, transporting, storing, and loading materials by use of forklifts, trucks and other vehicles, including the development of procedures for handling hazardous functions.

Develops schedules of warehouse layout and procedures for handling equipment and materials, including hazardous materials.

Establishes and monitors procedures for receiving or shipping notices, and warehousing space availability schedules.

Implements and monitors policy guidelines pertaining to warehousing of supplies.

Resolves operational problems regarding the warehousing system and initiates action to expedite any backlog in services.

Evaluates division operations and initiates or recommends necessary changes to improve effectiveness.

Prepares and administers division budget; administers administrative policies for personnel, training and safety.

Maintains records and prepares reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:**

Knowledge of the principles, practices and techniques of supply administration in the area of warehousing.

Knowledge of the principles and practices of public administration.

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Ability to administer a central supply warehousing operations and activities for a government-wide function.

Ability to interpret, apply and make decisions in accordance with pertinent laws, policies, regulations and other program guidelines, particularly warehousing.

Ability to evaluate operational effectiveness and initiate/recommend changes in program requirements and operations to improve effectiveness.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

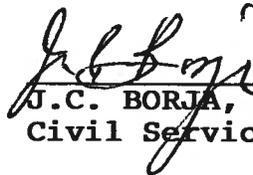
MINIMUM EXPERIENCE AND TRAINING:

(a) Six years of experience in warehousing activities including two years of supervisory experience; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

Pay Range: 37

Established: July, 1984

  
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J.C. BORJA, Executive Director  
Civil Service Commission