

ASSISTANT SUPPLY MANAGEMENT ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Assists in administering the programs and activities of the various supply management functions in an agency or department granted procurement authority pursuant to law.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Coordinates and assists in administering warehousing, purchasing, inventory and other related supply management programs and activities.

Develops recommendations for improvements effecting economy, efficiency and quality of operations and functions.

Assists in the development and administration of policies and procedures, including budget administration and personnel.

Researches and develops specifications to determine agency requirements for annual bids and price agreements; reviews and approves or rejects vouchers.

Maintains and supervises the maintenance of a variety of records and prepares comprehensive reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern warehousing, purchasing and supply management practices and procedures.

Knowledge of the types, characteristics, supply sources, and market factors of supply and equipment categories frequently required by the agency.

Knowledge of the principles of administration as applied to a centralized supply management program.

Ability to assist in administering the programs and activities of supply management functions.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and recommend/implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations, and policies governing the purchasing of commodities by the agency.

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) Three years of experience in the various phases of supply work including procurement, supply cataloging, warehousing, contracting, stock control, issuing, and receiving of supplies; two years of supervisory experience and graduation from high school; or
- B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NOTE: Should the delegation of procurement authority granted by the Chief Procurement Officer be rescinded, this position would be subject to a re-evaluation.

This standard revises and supersedes the Assistant Supply Management Administrator standard established in July 1980.

Established: July 1980
Amended: April 1989
Pay Range: 43


NORMA J. AFLAGUE
Executive Director
Civil Service Commission