

SUPPLY SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises the operation of a storeroom.

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).

Supervises the operation of a storeroom in the receiving, storing and issuing of a variety of supplies and materials or food commodities.

Authorizes the requisition of materials and supplies for replenishment.

Inspects storage facilities to insure adequate care and to avoid spoilage of food commodities; reviews report of damaged items and other discrepancies; participates in conducting periodic inventories.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of storekeeping operations.

Knowledge of modern office practices and procedures.

Ability to supervise the work of others.

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) Two years of experience in storeroom operations; or

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

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DAVID R. FLORES, Executive Director
Civil Service Commission