

## **WAREHOUSE SUPERVISOR III**

### **NATURE OF WORK IN THIS CLASS**

Administers the warehousing program and activities of the Department of Administration General Services Agency, servicing non-autonomous and semi-autonomous agencies, and of the Department of Education, servicing the public schools and divisions.

### **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.)

Administers the warehousing operations and activities of the Supply Management Divisions of Department of Administration or Department of Education.

Directs the review of incoming supplies and materials for quality, quantity and damaged items, and to assure that incoming supplies are in accordance with purchase orders, contract specifications and compliance with other requirements; supervises the proper documentation of receipt, rejected and/or damaged supplies, issues and deliveries.

Determines obsolete or slow moving stock inventory items and initiates/recommends appropriate action.

Prepares work schedules/assignments for the various units and subunits of the warehouse and ascertains proper use of manpower and equipment for maximum efficiency and continuity of work flow.

Enforces and maintains safety programs and practices.

Evaluates program effectiveness and initiates/recommends appropriate changes; establishes work procedures and other program guidelines.

Prepares activity and other reports.

Performs related duties as required.

**MINIMUM KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of supply warehouse management systems, techniques and methods.

Knowledge of the standard tools and equipment used in the operation of a supply warehouse.

Ability to direct a central warehouse operation servicing a number of divisions and/or divisions.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and initiate/recommend changes in techniques, procedures, and practices to improve effectiveness.

Ability to enforce safe work practices.

Ability to work effectively with employees and the public.

Ability to communicate effectively.

Ability to maintain records and prepare reports.

**MINIMUM EXPERIENCE AND TRAINING**

- A. Two years of experience as a Warehouse Supervisor II or equivalent work, and graduation from high school; or
- B. Any equivalent combination of experience and training which provides the minimum knowledge, abilities, and skills.

**ESTABLISHED: JULY 1981**  
**AMENDED: 21 JUNE 1996**

**PAY GRADE: J**

**HAY EVALUATION:**

<b>KNOW HOW:</b>	<b>DI2</b>	<b>152</b>
<b>PROBLEM SOLVING:</b>	<b>C3 (25%)</b>	<b>38</b>
<b><u>ACCOUNTABILITY:</u></b>	<b><u>C1C</u></b>	<b><u>43</u></b>
<b>TOTAL POINTS:</b>		<b>233</b>

  
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**ELOY P. HARA**  
**Executive Director**  
**Civil Service Commission**