



CLASS SPECIFICATION FOR:

Warehouse/Parts Supervisor

General Statement of Duties:

Directs the activities of a large warehouse with responsibilities for procurement, storage, and distribution of supplies and equipment; utilizes various inventory ordering and control systems; performs related work as assigned.

Distinguishing Features of Class:

Supervises the staff and all activities of a large department-specific warehouse. Performs responsible inventory control management. Supervisory responsibilities for the activities of a large warehouse including purchasing, receiving, and distribution of materials and equipment. Audits and generates reports of inventories and related costs and values. Work is performed under general supervision with the incumbent normally working on own initiative and using a considerable amount of judgment and independent action in establishing and adopting work procedures as necessary. An incumbent may also be a working supervisor.

Examples of Assigned Duties *(illustrative of the types and scope of duties and responsibilities assigned to positions in this class):*

- Trains and supervises staff in the correct procedures for procuring, handling, storing and distributing a wide variety of inventory, chemicals and other materials;
- Projects inventory needs, material costs, internal inventory control measures and cost control procedures utilizing data for different makes and models of machinery and other department specific requirements such as maintenance and replacement schedules;
- Estimates stock and inventory needs based on usage history and other department specific requirements such as maintenance and replacement schedules;
- Maintains cost-effective inventory levels and generate reports regarding inventory activities;
- Maintains cross-reference catalogs to ascertain interchangeable parts for cost-effectiveness to minimize any down-time associated with part needs;
- Coordinates and manages inventory audits and reconciles discrepancies;
- Assists in identifying and developing supply sources in cooperation with County's procurement division staff;
- Assists in writing, obtaining, reviewing and evaluating vendor bids for parts, supplies, or specialized repairs and makes recommendations based on objective evaluation;
- Ensures all purchasing activities, including obtaining bids, and any surplus inventory disposal is conducted in strict accordance with current County procurement and surplus policies and procedures;
- Inspects parts and materials purchased for quality control and conformity to specifications;
- Reviews invoices and approves for payment all inventory-related purchase orders and invoices, including obtaining all credits due to the County;
- Locates parts as needed within or outside of metropolitan area;
- May serve as inventory system administrator or coordinate system support with designated IT specialists;
- Assists with budget preparation and manages the budget throughout the fiscal year including all related reporting;
- Performs projects and task as required.

Required Knowledge, Skills and Abilities:

Extensive knowledge of procurement and inventory management processes and automated systems with the ability to keep accurate systematic inventory records up-to-date for accounting and re-ordering purposes; basic understanding of modern principles and practices of accounting and auditing; excellent math skills with the ability to make accurate mathematical computations; extensive knowledge of the scope and activities of the designated department's operations; physical condition that permits lifting and exposure to potentially hazardous chemicals and supplies; ability to communicate effectively both orally and in writing; excellent interpersonal skills with the ability to establish and maintain effective relationships with a diverse audience of employees and vendors; ability to research, collect, evaluate, analyze and present data and to prepare concise and effective reports; good judgment; basic understanding of managerial theory and practices with proven supervisory skills; ability to plan and direct the work of others; skilled in the use of a personal computer with a working knowledge of and ability effectively to use commonly utilized business software; familiarity with a variety of inventory management and ordering systems with the ability to effectively order, track, enter, maintain and retrieve data on a computerized system.



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Minimum Education and Experience:

Education: Graduation from high school;

Experience: Five (5) years of inventory experience, including one (1) year in a supervisory capacity;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Additional Requirements:

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Requires a valid driver's license.
- May require a valid CDL license.