

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 11/18/99	CLASS TITLE: CENTRAL STORES SUPERVISOR	CODE: 14745
	MAJOR AGENCIES: BCC (PURCHASING-ONLY)	PAGE <u>1</u> OF <u>1</u>

CLASS CONCEPT:

Primary supervisory level in the stock occupation under general supervision of the Senior Buyer requiring working knowledge of county operating practices and procedures and receipt, recording and disbursement of supplies in order to supervise assigned staff (i.e., Storekeeper II) and direct central county supply room activities as outlined in the rank 1 job duties 50% of the time and also must perform rank 2 job duties. Small size staff (2-5).

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Supervises storekeepers, directs and prioritizes work tasks in the receipt, inspection, storage and distribution and restoration of county office, janitorial and electrical supplies and equipment, plans cost reduction and/or maintains cost of inventory stock, analyzes purchase requests for cost effectiveness, accuracy and necessity, contacts sales representatives and vendors directly, coordinates with county agencies and others to resolve misunderstandings related to supplies, orders supplies, checks for correct specifications and schedules delivery date for all supplies and equipment, performs annual inventory, assesses surplus equipment at various county locations for proper disposal, maintains accurate shipping, receiving, inventory and records, performs administrative tasks (i.e., gathers data for reports, responds to correspondence).	<u>Knowledge of</u> (OSHA Forklift Safety Practices)*, 1 (budgeting), 2 (bookkeeping), 3 (inventory control), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision—direct), 10 (safety practices);* 11a (public relations), 11b (human relations), 13 (office practices and procedures);* 15 (counseling), 16 (interviewing), (OSHA and other safety standards and practices applicable to storeroom inventory control, agency purchasing and requisition procedures); <u>Skill in</u> 25 (minimal typing), 29 (equipment operation--PC and county financial system* and hand truck, forklift, pickup truck and calculator); <u>Ability to</u> 30h (apply principles to solve practical, everyday problems), 31c (add, subtract, multiply & divide whole numbers), 31d (calculate fractions, decimals & percentages), 32i (complete routine forms), 32j (maintain accurate records), 32l (write routine business letters reflecting standard procedures), 32m (interview job applicants effectively), 32o (prepare meaningful, concise & accurate reports), 34e (establish friendly atmosphere as supervisor of work unit), 34f (handle sensitive inquiries from & contacts with officials & general public), 35c (must be able to lift up to 100 pounds and demonstrate full range of motion for bending, stooping and lifting). (*Developed After Employment)
2	Performs tasks of the functional area(s) supervised (i.e., distributes supplies, operates hand truck, forklift, pick up truck and/or electric transporter to move supplies and equipment, prepares inventory codes and packing slips, purchase orders, requisitions, invoices for payments, using established accounting system). (Performs Related Duties As Required)	

UNUSUAL WORKING CONDITIONS:

May be exposed to weather.

MINIMUM CLASS REQUIREMENTS: (Including License, If Any)

Must have current valid Ohio driver's license with acceptable driving record. Equivalent to high school diploma and 2 yrs. experience in storekeeping and 6 mos. experience or training in employee development and training.
- OR alternative, equivalent evidence of the Minimum Class Requirements.
 (Other Evidences May Be Substituted)

TRAINING & DEVELOPMENT:

Must pass OSHA Forklift Safety Practices during probationary period. Must maintain licensure.