## Class Concept
First-line supervisory level in the inventory/stock occupational area under general supervision requiring working knowledge of county operating practices and procedures for receipt, recording and distribution of supplies and materials/equipment; supervises assigned staff and directs supply room activities as outlined in the rank 1 job duties at least 50% of the time and also must perform rank 2 job duties. Small size staff (1-5).

### Rank 1
Supervises storekeeping staff, directs and prioritizes work tasks in the receipt, inspection, storage and distribution of office, janitorial, safety, water/sewer, and electrical supplies and equipment; plans cost reduction and/or maintains cost of inventory stock; staff uniform control and safety equipment requirements per safety officers recommendation; analyzes purchase requests for cost effectiveness, accuracy and necessity; contacts sales representatives and vendors directly, coordinates with county agencies; orders supplies, checks for correct specifications and schedules delivery date for supplies and equipment; performs annual inventory, audits inventory as needed, assesses surplus equipment and supplies at various locations for proper disposal; maintains accurate shipping, receiving, inventory and records, performs administrative tasks (i.e., gathers data for reports, responds to correspondence). Heavy emphasis on utilizing the computerized inventory system including bar coding to control inventory by tracking required stock at various locations, determining re-order points, and other related tasks in order to have required stock on hand for planned and emergency situations. Utilizes PC applications to prepare correspondence, spreadsheets, reports and other related documents. Creates and maintains supplies, materials and equipment database. Assists with preparing and monitoring inventory budget for maintenance, repair and operating (MRO) supplies and materials.

### Rank 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).

### Knowledge of (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); Skill in 25 (minimal typing), 29 (equipment operation--PC and county financial system* and hand truck, forklift, pickup truck and calculator); Ability to 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)

### Minimum Class Requirements:
- Must have current valid Ohio driver’s license with acceptable driving record.
- Equivalent to high school diploma and 2 yrs. experience in storekeeping/inventory control.
- Two years experience utilizing computerized inventory system or similar software system.
- OR alternative, equivalent evidence of the Minimum Class Requirements.

### Training & Development:
- Must obtain OSHA Forklift Safety certification during probationary period.
- Must maintain licensure.

### Unusual Working Conditions:
May be exposed to weather