

STORES SUPERVISOR

DEFINITION

Supervises a large staff of employees in the warehouse operations of the Stores Section of the Materiel Management Branch.

TYPICAL DUTIES

Supervises employees in receiving, inspecting, storing, and disbursing maintenance materials, school supplies and equipment, groceries, staples, frozen foods, produce, and salvage. Coordinates warehousing activities in order to meet inspection, delivery, and work schedules. Determines allocation of storage space and that materials are stored in a safe and practical manner. Maintains and supervises the maintenance of warehouse records. Assists the Senior Stores Supervisor with conducting the annual physical inventory and reconciling physical counts to book counts in accordance with established procedures. Participates in in-service training programs. Reviews claim adjustments to determine the need for storekeeping and warehouse improvements. Supervises the observance of general safety regulations and rules pertaining to the use of warehouse equipment. May act for the Senior Stores Supervisor Assistant Stores Operations Manager during absences. Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Stores Supervisor assists a Senior Stores Supervisor in directing the personnel and operations of District warehouses.

A Senior Stores Supervisor is responsible for directing a variety of warehouse operations and supervising a large staff of employees.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies, and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

SUPERVISION

General supervision is received from a Senior Stores Supervisor or Assistant Stores Operations Manager. Supervision is exercised over employees in such classes as Head Stock Clerk, Receiving Inspector, Principal Stock Clerk, Stock Clerk, and other warehousing, inspection, and clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Supervision and training techniques
- Uses and characteristics of computer systems as related to warehousing and inventorying
- Uses and characteristics of warehouse management systems and barcode equipment
- Standard warehousing methods used in receiving, inspecting, storing, issuing, replenishing, inventorying, and delivering materials, supplies, equipment, foods, meats, and produce
- Regulations and practices pertaining to storage of materials, including combustible and perishable items
- Safe lifting procedures
- Microsoft Word and Excel

Ability to:

- Supervise personnel engaged in warehousing and inspection activities
- Plan work and expedite flow of materials through the warehouse
- Forecast needs for personnel, stock replenishment, and warehouse space based upon analysis of past records and known future requirements
- Make use of accounting records in reconciling physical and book inventories
- Work effectively with District personnel
- Operate various office machines

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or equivalent evidence of educational proficiency. Completion of 60 semester units or 90 quarter units from a recognized college or university preferably supplemented by courses in supervision, organization, management, communications, statistics, and/or accounting. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Experience:

Three years of experience in receiving, inspecting, storing, and issuing stock items, including two years of providing work direction or supervision.

Special:

- A valid California Driver License.
- Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
12-13-07
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Reviewed
06-12-17
JPK