

SUPPLY SUPERVISOR

NATURE OF WORK

This is varied clerical, supervisory, and administrative work in the requisitioning, storage, and issuing of supplies, and in other support activities.

Work of this class embraces responsibility for the proper flow of materials, supplies, and equipment, and may include responsibility for the performance of other support activities including maintenance of departmental records on accounts and budgeting. Work includes supervision of a central storeroom or departmental supply room and involves the supervision of subordinate personnel. Work is reviewed through conferences, observation of results achieved, and internal controls.

ILLUSTRATIVE EXAMPLES OF WORK

Oversees and participates in the processes of requisitioning, purchasing, storing, and controlling goods and supplies; reviews the work of subordinates and provides periodic and spot checks or work results; determines or assists in determining supply levels, secures price quotations, and initiates orders; checks and reviews purchase orders and invoices.

Plans and supervises the efficient utilization of available storage space; plans reallocation of space to meet changing requirements.

Supervises and assists with the receipt and dispensing of materials, equipment, and supplies; supervises the checking of incoming supplies and equipment for damage, shortage, or discrepancies; initiates requests for adjustments; initiates and conducts correspondence related to purchase orders and adjustments.

Maintains departmental financial and budgetary records; assists in the preparation of the departmental budget; records expenditures, maintains records of research grants, reconciles expenditure records with those of the Comptroller's Department; maintains records of labour and materials used by project; initiates payroll actions, performs other clerical and administrative supportive services.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in storekeeping, inventory, and office work including some supervisory experience; graduation from high school, preferable supplemented by course work in business or purchasing; or any equivalent combination of experience and training which provides the following knowledge, abilities, and skills:

Knowledge of supply and stores procedures and practices.

Knowledge of types of supplies, materials, and equipment used within the area of assignment.

Knowledge of the University's Banner accounting system.

Knowledge of office and clerical methods and procedures.

Knowledge of University regulations and procedures relating to purchasing, inventory control, and budgeting.

Ability to manage supply and other support activities including the supervision of subordinate personnel.

Ability to maintain varied departmental supply, budgeting, and other control records.

Ability to establish and maintain effective working relations with departmental members and subordinates.

0208

1992.12.03

Revised: 2004.01.05