

SUPERVISING STOCK CLERK

Code No. 3-05-141
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a materials management position involving coordination and performance of warehousing operations such as receiving, processing, storing, disbursing, and distributing. Employees supervise a storehouse operation rather than a stockroom. The position is distinguished from its counterpart, Supervising Stock Handler, by the responsibility for purchasing stock items. Depending on assignment, the Supervising Stock Clerk may concentrate on the purchasing aspect with less direct daily involvement in stock receipt and issuance or concentrate on working supervision of stock receipt and stock issuance as well as purchasing. Employees may be required to move stock with an average weight of fifty (50) pounds. Employees may be responsible for the supervision of others. Work is performed in extremes of heat and cold and may involve exposure to fumes, dirt, oil, and grease. The employee reports directly to and works under the general supervision of a higher level supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Supervises and performs warehousing activities such as receiving, processing, storing, disbursing, distributing;

Supervises warehousing activities and an inventory control system;

Supervises and participates in loading and unloading trucks;

Supervises and participates in stocking shelves and issuing stock;

Writes specifications for bid solicitation;

Selects successful bidder according to established criteria;

Prepares purchase orders;

Applies a variety of purchasing regulations and guidelines to the warehouse operation;

Implements vendor contracts;

Solicits telephone or written vendor quotations for supplies and equipment;

Contacts vendors to place orders, cancels orders, and/or determines status of orders;

Takes telephone requisitions for stock;

Records delivered and disbursed stock;

Orders stock based on visual observation of stock depletion or on minimum-maximum economic order quantity system;

Inspects storehouse for proper stocking, cleanliness, and adherence to safety standards;

Supervises and performs annual physical inventory.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of materials management

including receiving, processing, storing, issuing, distributing, and purchasing; good knowledge of the techniques of inventory control including minimum-maximum economic order quantity; good knowledge of storehouse stock; interpersonal skills; computer skills; ability to research and interpret contract information; ability to plan, assign, and review the work of others; ability to prepare purchase orders and purchase specifications; ability to solicit bid quotations and select vendors; ability to contact vendors to place or cancel orders or to determine status of order; ability to maintain inventory control system; ability to determine stock reorder needs; ability to maintain records of stock received, issued, and on hand; ability to follow oral directions; ability to move stock with an average weight of fifty (50) pounds; ability to deal effectively with storehouse vendor representatives, and user department; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, PLUS;

- (A) Four (4) years of paid full-time or its part-time equivalent experience involving institutional purchasing and inventory control, or institutional materials management* (not retailing); OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus two (2) years of paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

*institutional materials management includes, but is not limited to, placing orders, contacting vendors for quotes, writing specifications, and preparing purchase orders.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Medical examination involving test of fitness to lift weight may be required and administered by the jurisdictions prior to appointment.

FORMERLY: Chief Stores Clerk

ADOPTED: June 20, 1980

REVISED: May 14, 1992

REVISED: August 11, 2003