

SUPERVISOR OF STOREHOUSE

Code No.: 920230
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position in a school district responsible for directing the operations of a large central storehouse including storehouse operations, stock receipt, transport, storage, disbursement, and shipping. Employees set up and maintain an inventory control system, order storehouse items, and ensure safe working conditions. The employee reports directly to and works under general supervision from an administrator. General supervision is exercised over a subordinate staff. 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):

Directs storehouse operations, including stock receipt, transport, and storage, filling of requisitions, labeling, packing, and shipping stock;

Establishes reorder points on storehouse items;

Orders new stock;

Reviews monthly storehouse reports and surplus stock sheets to select stock for ordering;

Sets up and maintains a perpetual inventory control system;

Prepares lists of basic storehouse items for periodic checking and counting;

Contacts vendors by phone regarding delayed, damaged, or incomplete orders;

Sets stock locations for new items;

Supervises and assists in annual physical inventory;

Reviews annual physical inventory figures against book inventory;

Prepares and controls annual storehouse budget;

Confers with department heads to discuss new stock items and specification changes;

Develops delivery schedules.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of materials management techniques including stock handling, storage, disbursement, and techniques of inventory control; ability to plan, assign, and review the work of others; ability to establish and maintain a perpetual inventory control system; ability to complete stock order forms; ability to read and interpret data processing stock sheets; ability to communicate effectively with vendors and department personnel; ability to prepare and

control a budget; accuracy; reliability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Five (5) years of paid full-time or its part-time/volunteer equivalent experience in materials management, warehousing, purchasing, or inventory control, two (2) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree (or sixty credit hours) and three (3) years of paid full-time or its part-time/volunteer equivalent experience in materials management, warehousing, purchasing, or inventory control, two (2) years of which shall have been in a supervisory capacity; OR,
- (C) Any equivalent combination of training and experience as defined by the limits in (A) and (B) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: March 31, 1978

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