

STORES SUPERVISOR

KIND OF WORK

Stores and services supervision.

NATURE AND PURPOSE

An employee in this class has statewide responsibility for supervising the work of a central stores and servicing installation. Responsibility extends to recommending purchasing functions in connection with ordering of office supplies and equipment, interviewing salesmen and recommending specifications and standards for materials purchased. In addition, the employee is responsible for the exchange and salvage or reconditioning of used office equipment, and for supervising the maintenance of perpetual inventory and other records.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises the receipt, custody, issuance, and accounting for office supplies and equipment merchandised to state departments from a central store.

Prices and negotiates transfer of used equipment, determines suitability for further or different use, or for salvage, repair and recondition.

Prepares specifications for supplies purchased by the central store.

Confers with salesmen and awards bids for central stores purchases not made by state buyers and recommends the purchase of supplies to state buyers.

Supervises central stores and equipment units.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the operations involved in the receipt, recording, storage, custody, repair, maintenance, issuance, and shipment of materials, supplies, and equipment and in the maintenance of property records and accounts.

Thorough knowledge of office equipment, materials, and procedures as related to property and supply work, and ability to determine the need and advisability of repair, reconditioning, and further use.

Considerable knowledge of purchasing procedures involving specifications and bids.

Ability to:

Deal with vendors and their representatives, and to exercise good judgment in recommending purchases of office supplies and equipment.

Lay out and direct the work of clerical assistants engaged in supply work.

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