

## SENIOR STORES SUPERVISOR

### DEFINITION

Supervises and is responsible for supply, equipment, and furniture distribution that includes a variety of complex storekeeping functions and a large staff of employees.

### TYPICAL DUTIES

Directs the operations and personnel of large warehouses, involving general stores, furniture, maintenance materials, surplus properties, or foods.

Analyzes warehouse procedures, develops new procedures, and recommends changes as necessary.

Analyzes daily production reports, work methods, and production standards, and makes recommendations for personnel requirements.

Receives, investigates, and resolves delivery complaints from schools and offices by conferring with District personnel and vendors to coordinate warehouse and supply operations.

Reviews back-order reports and confers with inventory management personnel to determine optimum stock levels and order points.

Inspects the supply operation in other branches for which the Stores Section has storekeeping responsibility, and determines that proper stock levels, uniform procedures, and adequate security measures are maintained.

Supervises supply reordering and forecasts inventory requirements based upon knowledge of warehouse capacity and disbursement.

Supervises and schedules the taking of an annual physical inventory and the coordination of adjustment procedures required by the Accounting and Disbursements Division.

Determines whether warehouse space is utilized efficiently and makes appropriate adjustments.

Directs a clerical staff that processes claim adjustments, food orders, and payment authorizations.

Supervises the receipt, inspection, and processing of materials and supplies that are delivered to various locations in the Stores Section or to schools and offices.

May operate material handling equipment as needed.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

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

A Purchasing Services Manager directs the purchasing, contracting, inventorying, warehousing, cataloging, and distribution of stores, stock, or non-stock items; develops policies, procedures, and regulations; directs studies to improve efficiency in material handling; and assists with the special development of computer applications and systems, including e-commerce best practices for the Procurement Services Division.

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

## SUPERVISION

General supervision is received from the Purchasing Services Manager. Supervision is exercised over employees in the classes of Stores Supervisor, Receiving Inspector, Head Stock Clerk, and clerical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Supervision and training techniques
- Standard warehouse methods used in receiving, inspecting, storing, inventorying, issuing, and delivering materials, supplies, equipment, groceries, staples, frozen foods, produce and surplus properties
- Warehouse management systems and techniques, including barcoding/scanner systems
- Regulations and practices pertaining to storage of materials, including combustible and perishable items
- Record-keeping methods
- Basic data-processing concepts and methods
- Uses and characteristics of an office computer and peripheral equipment
- Uses and characteristics of the District's mainframe computer system as related to warehousing and inventorying
- Safe lifting procedures
- Computer applications such as word processing, database, and email

### Ability to:

- Make, support, and explain recommendations and decisions
- Plan work and expedite flow of materials
- Analyze work requirements and establish performance standards
- Analyze procedural problems and determine causes of errors or inefficiency
- Maintain accurate records and prepare reports
- Supervise a large group of employees through lower-level supervisors
- Operate a computer and associated peripheral equipment

## 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 accounting. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or equivalent evidence of educational proficiency is met.

### Experience:

Four years of experience in supervising the receiving, storing, and issuing of stock items.

### 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.

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