



CLASS SPECIFICATION

Class Code: 2201
Date Est: 03/2001
Last Rev: 05/2013
Last Title Chg: 05/2013
FLSA: Non-exempt
Probation: 6 months

SUPPLY SPECIALIST

DEFINITION

Under general supervision, performs a variety of storekeeping and inventorying duties; receives, inventories, stocks and distributes a variety of materials and supplies associated with assigned department; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of full-time experience in a stockroom, warehouse, or other related position which involved purchasing, receiving, disbursing, and accounting for a variety of equipment and supplies; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver's license required at time of appointment and for continued employment.

A Forklift Certification required at end of the probation period.

SUPERVISION EXERCISED

Supervises inmate work crews.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Train, monitor, and supervise inmates in safe operation of equipment, preventative maintenance and work methods and procedures; maintain record of inmate job performance; report behavior to proper authority.

Plan, coordinate, and implement the training of Work Program Leaders and other personnel in the proper use of new equipment and all chemicals purchased for use in the detention facility.

Order, receive, and maintain an inventory of supplies, tools, equipment, and replacements for inmate work crews.

Contact vendors and/or suppliers to obtain or verify prices and other related information concerning goods and services; use Internet to locate and price items; coordinate with vendors and users to expedite orders or resolve problems; survey vendors to obtain best pricing on non-bid items.

Reconcile purchase orders to original requisitions and make corrections as appropriate ensuring proper payments; review and verify costs on Expenditure Status Report; correct discrepancies with vendors.

Place orders directly with vendors and/or suppliers for routine purchases within departmental policies; negotiate contracts for items used on a regular basis including gloves, soap, cleaning chemicals, office machines, etc.; conduct product trials and demonstration.

Initiate, update and maintain a variety of manual and automated files and records; maintain control files on matters in progress and update resource materials.

Coordinate with Purchasing and Accounting Departments to ensure accountability of all equipment; barcodes department property that is not currently in fixed assets system.

Order, sell, inventory, and account for funds for the Office Specialty Sales. Respond to inquiries regarding matters in progress, and policies and procedures.

Evaluate, project, and monitor division budget accounts ensuring expenditures remain within budgeted amounts.

Create and generate various reports and spreadsheets for management.

Communicate via radio and monitor alarms.

Monitor inmate movement as distinguished by color of clothing issued to inmates ensuring safety and security.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

County organization structure related to activities and functions of the assigned area.

Policies and procedures of the Purchasing Department and Sheriff's Office. Terms and acronyms used in the assigned area.

Practices and procedures of purchasing, pricing, and discounts.

Management information systems and software programs used in the assigned area.

Ability to:

Understand the organization and operation of the County and outside agencies as necessary to assume assigned responsibilities.

Read, interpret, and apply pertinent laws, codes, and regulations including administrative and departmental policies and procedures.

Apply purchasing procedures and methods to optimize pricing. Use a computer and search the Internet for supplies and pricing. Deal effectively with all customers, internal and external. Evaluate and project expenditures.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Purchasing practices and procedures. Basic mathematics.

Safe operation of equipment and small tools.

Some knowledge of computer software programs.

Ability to:

Operate equipment and tools in a safe manner.

Operate modern office equipment including computer equipment.

Operate a radio.

Identify supplies and parts and know their uses.

Read and comprehend product catalogs.

Perform price comparisons of various products and vendors. Conduct accurate inventories of diverse property.

Prepare and maintain accurate and complete records. Understand and follow oral and written instructions.

Perform mathematical computations quickly and accurately. Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Must be willing to submit a set of fingerprints, complete and submit a personal history statement and pass background investigation. Must pass a Computerized Voice Stress Analysis (CVSA) examination.

Must possess sufficient hearing ability to discern voice transmissions and alarms.

Must be able to distinguish between colors.

Ability to sit, stand, walk, kneel, stoop, twist, climb, lift 50 lbs., drive to different sites and locations; tolerate exposure to the outdoors, chemicals, and mechanical hazards.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.