

COUNTY OF SOLANO

STORES SUPERVISOR

Est. 12/05

DEFINITION

Plans, organizes and supervises functions of the department including ordering, receiving, storing, issuing, delivering and accounting for supplies, materials and equipment; coordinates, monitors and reports on a variety of activities and projects including communication services, equipment installation, fixed asset management, facility space utilization and records management; performs related duties as required.

CLASS CHARACTERISTICS

This single position classification is characterized by the responsibility to plan, organize and perform technical level staff work in supporting departmental operations and/or services. The incumbent is responsible for providing administrative and technical support that covers a broad range of organizational activities such as space planning, relocation and coordination, fixed asset inventory, records management, off-site storage coordination, and security and communications coordination, equipment and supply purchasing, installation and storage. Incumbent works independently to track expenditures for budget purposes and purchase specialized parts.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the assigned supervisory position.

Provides supervision to clerical and technical staff.

EXAMPLES OF DUTIES – *Duties may include but are not limited to the following:*

Plans, organizes and supervises functions of the department including ordering, receiving, storing, issuing, delivering and accounting for supplies, materials and equipment; department mail services; coordinates, monitors and reports on a variety of activities and projects including communication services, equipment installation, fixed asset management, facility space utilization and records management; performs related duties as required.

Directly supervises employees; interviews and recommends candidates for hire; provides instruction and training; plans, coordinates, assigns and reviews work activities; responds to employee issues and concerns; maintains work standards; evaluates performance and recommends evaluation outcomes.

Coordinates purchasing of equipment; receives, reviews, prepares, approves and signs procurement documents; receives, reviews, approves or disapproves all requests for acquisition of computers, printers and peripherals requested to be purchased for the department.

Confers with vendors and users on most appropriate supplies to order; researches catalogs and other material to ascertain the best products to fill specific functions; supplies cost data to supervisor and/or department management. Corresponds with vendors to change, cancel or expedite delivery of orders.

Participates in budget preparation and administration for assigned area; prepares cost estimates for budget recommendations; monitors and controls expenditures; assists departmental management in preparation of budget relating to purchasing supplies, material, equipment, fixed assets and services.

Oversees the delivered mail, supplies, material and equipment to individuals or divisions in the department; may establish and follow a daily schedule. Oversees the collection, sorting, processing and delivery of interdepartmental mail, U.S. mail and UPS or special shipments.

Oversees the storage of and issue of supplies, equipment, material; monitors inventory of equipment, forms, and supplies; oversees the maintenance records of inventory levels; oversees inventory of fixed assets and updates fixed asset records. Coordinates the movement of computer systems inventory throughout the department.

Coordinates and presents information to executive staff on current space issues within the department; analyzes equipment/facility needs, researches options and new technology, and makes recommendations to management; provides input to executive/senior management staff in planning for future growth of the department.

Acts as departmental liaison on administrative matters relating to facilities; coordinates arrangements for maintenance repairs/services, installations or equipment; coordinates with building owners, contractors, and department staff regarding maintenance and repair services for leased facilities.

Coordinates off-site records retention center; supervises and ensures compliance in the destruction and shredding of confidential materials and client records.

Prepares reports to document results of duties performed; reviews and verifies documents related to department activities including budgets, contracts, general reports, and other related information; compiles or monitors statistical data pertaining to department operations; analyzes data and identifies trends; summarizes data and prepares reports; presents information to executive/senior management that affects the purchasing, requirements and requisitioning status of the department.

Processes contract forms and procedures; reviews and makes recommendations concerning proposals and agreements, interprets contract terms and monitors adherence to same; recommends solutions to contractual problems.

Supervises safety in the workplace; leads and trains others in carrying out proper safety procedures and observes safety practices of subordinate staff; ensures adherence to established safety procedures and safety standards of all equipment used.

Operates a personal computer, office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, desktop publishing, e-mail, Internet, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner; coordinates service/repair activities as needed.

Reviews work methods and systems to increase service efficiency/effectiveness; develops and recommends various policies and procedures; develops written procedures to implement adopted policy, changed regulation or to clarify and describe standard practices; researches available computer software to meet operational needs.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Working knowledge of basic supervisory practices and principles including selection, training, work planning, evaluation and discipline of staff.

Basic principles and practices of public administration; principles and practices of technical area to which assigned including, but not limited to, personnel, contracts, budget, social services, procurement, fixed asset management, facility management, inventory control, records management.

Principles and practices applicable to specific assignment (e.g., public administration, bookkeeping and financial monitoring, staffing, automation, etc.).

Analytical techniques including data collection and presentation methods; research methods and techniques; report structuring and writing.

Safety rules, regulations and procedures related to receiving and storage activities and equipment.

Computer software, including word processing, data base, spreadsheet and accounting applications.

English usage, spelling, punctuation and grammar;

Basic mathematical calculations.

Modern office procedures, methods and computer equipment.

Supervisory principles and practices.

Skills to:

Utilize basic office equipment.

Technical tools associates with specific technical assignment, such as fork lift and pallet jacks

Ability to:

Supervise, evaluate, plan, prioritize, coordinate, and delegate daily operations.
Interpret and apply rules, regulations, policies and procedures applicable to assignment.

Take initiative and responsibility in performing the tasks associated with department program needs.

Process and maintain documents and material.

Identify and analyze operational problems and recommend changes; determine appropriate course of action in emergency or stressful situations.

Prepare narrative and statistical reports; maintain accurate records; maintain confidentiality of information.

Collect, compile, analyze and present a variety of data in a meaningful way; develop and implement various data collection and reporting systems; handle multiple project assignments.

Review budget submissions and revisions for mathematical and accounting accuracy.

Understand and interpret policies, procedures and regulations.

Review and install changes in work methods, systems and procedures.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.

Understand program objectives in relation to departmental goals and procedures.

Determine and evaluate levels of achievement and performance.

Plan, coordinate and initiate actions necessary to implement policy and administrative decisions.

Establish and maintain cooperative working relationships.

Experience and Education/Training

Experience:

Three (3) years of increasingly responsible technical and administrative support work in a lead capacity, including experience in purchasing, facility management, fixed assets management, records management, mail services, providing technical supervision and demonstration of requisite knowledge/skills/abilities.

Education/Training:

An Associate's degree or equivalent from an accredited college is required, preferably in Business Administration, Accounting, Computer Science, Public Administration or related field.

SUPPLEMENTAL INFORMATION

Candidates for positions in this class may be required to pass a background investigation in accordance with applicable law, regulation and/or policy.

Positions allocated to this class may require specific knowledge and abilities.

SPECIAL REQUIREMENTS

Independent travel may be required.

Possession of or ability to obtain a valid Class C California driver's license may be required.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert moderate physical effort in which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Tasks may involve exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, fumes, violence, disease, pathogenic substances, and traffic hazards.

Yolanda Irigon
Director of Human Resources

Established Date: December 2005

CSC Date: December 14, 2005

BOS Date: December 6, 2005