CLASS SPECIFICATION
Stores Systems Supervisor II

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, plans, organizes and directs the purchasing, receipt, storage, issuance, inventory control and delivery of materials, supplies, parts and equipment for a major bureau's central warehouse facility; researches and prepares a variety of studies and reports regarding the bureau's short- and long-range material, warehousing and inventory control requirements, policies, procedures and facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Positions in this class are responsible for managing the purchasing, warehousing and inventory control function for a major public works or public utility bureau. This class is distinguished from Stores Systems Supervisor I by the scope, volume and complexity of the assigned bureau's stores and warehousing function. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines. Work and results are reviewed through inspection and analysis of records and reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve division mission, goals and performance measures; participates in developing and monitoring performance against the biennial division budget; supervises, participates in developing, recommends and implements, plans, policies, systems and procedures applicable to unit responsibilities.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract provisions.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Plans, organizes and directs the work and activities of staff engaged in the acquisition, receipt, storage, issuance and inventory control for a major bureau's central warehousing function.
5. Develops, recommends and manages budgets for program areas.
6. Evaluates inventory needs in terms of operational requirements, cost, stores capacity and delivery schedules.
7. Evaluates, recommends and implements inventory control policies and procedures.
8. Coordinates the evaluation of inventoried equipment and material and reports findings to bureau management and City purchasing staff.
9. Plans and manages the bureau's field support activities including the operation of multiple storage facilities, buildings and grounds maintenance, tool and equipment maintenance, fleet management, communications and dispatch center.
10. Prepares a variety of special and recurring studies and reports; develops recommendations to improve the acquisition, warehousing, storage, inventory control, issuance and delivery of material and supplies; coordinates division activities with other divisions, bureaus and agencies; confers with and advises bureau staff regarding stores-related needs and requirements.
11. Plans and manages the disposition and disposal of surplus property.
12. Monitors material specifications to ensure compliance with City and bureau standards.
13. Plans, manages and participates in the annual physical inventory.
14. Ensures the bureau's safety and security programs and goals are implemented and carried out in the division; develops and proposes safety and security requirements to be carried out in the division.

OTHER DUTIES

1. Appointed as Hazardous Material Coordinator in accordance with OSHA regulations and is the official at the facility that is qualified to know how to properly handle, store and dispose of hazardous materials; maintains annual certification; completes the bureaus annual hazardous materials report as required by the State Fire Marshall.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Methods, practices, techniques and equipment used in operating a large, centralized warehouse.
2. Principles, practices, methods and techniques of inventory management and control.
3. Types of products, commodities, equipment and services used by a large municipal utility or public works operation.

4. Principles and practices of budget preparation and administration.
5. Recordkeeping practices and procedures related to a warehousing and inventory management function.
6. Office administration and operations management practices and procedures.
7. Safety regulations, safe work practices and safety equipment related to the work.
8. Codes, regulations and guidelines applicable to warehouse and inventory management functions.
9. Principles, practices, methods and techniques of public agency purchasing, including competitive bidding procedures.
10. Principles, practices and techniques of contract administration.
11. Applicable city and state laws and regulations governing City purchasing activities.
12. Sources and types of products, commodities and services used by a public works or public utility operation.
13. Recordkeeping practices and procedures related to a purchasing function.
14. Principles and practices of sound business communication.
15. The uses, operations and constraints of automated purchasing and inventory management systems.
16. Computer applications applicable to inventory and property management.
17. Principles and practices of effective management and supervision.

Ability to:

1. Plan, assign, direct and coordinate a variety of functional specialties with overlapping work areas.
2. Manage and direct a large, centralized warehouse and inventory control operation.
3. Analyze complex warehouse and inventory management operational and administrative problems, evaluate alternatives and recommend or implement effective courses of action.
4. Develop and implement goals, objectives, policies, procedures, work standards and management controls.
5. Operate a computer and word processing, spreadsheet, database and other standard software.
6. Prepare clear and concise records, reports, correspondence and other written materials.
7. Exercise sound independent judgment and initiative within general policy guidelines.
8. Train others in work processes and procedures.
9. Establish and maintain highly effective working relationships with City managers, employees, vendors, suppliers and others encountered in the course of the work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of increasingly responsible experience in warehouse and inventory management operations in a large public utility or public works organization, at least two years of which were in a supervisory or management capacity; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0414 SENIOR STORES SYSTEM MANAGER. Adopted: 07-01-92

0413 STORES SYSTEM MANAGER. Adopted: 11-15-83; Revised: 07-01-92

Revised: 2-20-03 Clarified statements based on Request for Reconsideration.

June 2009 - Change Job Class number from 7161 to 30000468, due to system change.