



Career Service Authority

Stockroom Manager

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GENERAL STATEMENT OF CLASS DUTIES

Supervises two or more first-level supervisors and/or multiple locations and multiple shifts involved in the distribution of a variety of supplies, materials, parts, and equipment.

DISTINGUISHING CHARACTERISTICS

Stockroom Manager is distinguished from Aviation Materials Administrator who has responsibility for supervising first-level supervisors and managing the inventory and receiving operations of supplies and materials, including exception handling, for Denver International Airport. It is distinguished from Stockroom Supervisors who are first-line supervisors over a stockroom and staff procuring and distributing a variety of supplies, materials, parts, and equipment.

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more first-level supervisors and/or multiple locations and multiple shifts.

ESSENTIAL DUTIES

Supervises the work of supervisors and technicians involved in procuring and distributing a variety of supplies, materials, parts, and equipment and coordinates activities between stockroom and other departments. Resolves operational and unforeseen procedural problems and addresses other concerns as directed or necessary.

Controls inventory for items stocked and determines minimum and maximum stocking levels and monitors supply and material disbursements to ensure inventory accuracy.

Researches alternate sources for parts and materials to reduce cost on stockroom items and confers with vendors on parts availability. Authorizes purchases for the department.

Coordinates the identification and disposal of surplus or outdated parts, equipment and materials.

Receives and executes requests for special moves of equipment and materials.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Develops the performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Conducts interviews and selects staff reporting directly to this position and assists with other interviews as required.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Performs other duties as assigned or requested.

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Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Internal Controls/Integrity – Assures that effective internal controls are developed and maintained to ensure the integrity of the organization

Oral Communication – Expresses ideas and facts to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas

Problem-Solving – Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments

Written Communication – Expresses facts and ideas in writing in a succinct and organized manner

Technical Competence – Understands and appropriately applies procedures, requirements, regulations, and policies related to specialized expertise (for example, engineering, physical science, law, or accounting); maintains credibility with others on technical matters

Leadership – Inspires, motivates and guides others toward goals; coaches, mentors, and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily

Supervising a Diverse Workforce – Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons

Human Resource Management – Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly

Interpersonal Skills – Considers and responds appropriately to the needs, feelings and capabilities of others; adjusts approaches to suit different people and situations

Self Direction – Demonstrates belief in own abilities and ideas; is self-motivated and results-oriented; recognizes own strengths and weaknesses; seeks feedback from others and opportunities for self-learning and development

Team Building – Manages group processes; encourages and facilitates cooperation prides, trust and group identity; fosters commitment and team spirit; works with others to achieve goals

Decisiveness – Makes sound and well-informed decisions; perceives the impact and implications of decisions. Specifies goals and obstacles to achieving those goals, generates alternative, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem

Knowledge of supervisory principles and practices sufficient to be able to perform elements of full, formal supervision

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance enhancement plan and determine priorities

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in responding to grievances and in problem resolution/developing alternatives

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies

Knowledge of mathematical computations sufficient to be able to perform a variety of calculations

Knowledge of research techniques sufficient to be able to determine what information is needed, gather and analyze desired information, and formulate logical recommendations

Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations from subordinate supervisors

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods, and procedures for the work unit or function

Skill in reviewing work for accuracy and completeness

Physical Demands:

Standing: remaining on one's feet in an upright position

Walking: moving about on foot

Lifting: raising or lowering an object from one level to another

Reaching: extending the hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, or otherwise working with hands

Fingering: picking, pinching, or otherwise working with fingers

Talking: expressing or exchanging ideas by means of spoken words

Hearing: perceiving the nature of sounds by the ear

Vision Far acuity: ability to see clearly at 20 feet or more

Vision Near acuity: ability to see clearly at 20 inches or less

Depth Perception: ability to judge distance and space relationships

Field of Vision: ability to see peripherally

Accommodation: ability to adjust vision to bring objects into focus

Color Vision: ability to distinguish and identify different colors

Working Environment:

Pressure due to multiple calls and inquiries

Subject to many interruptions

Education Requirement:

Graduation from high school or possession of a GED Certificate

Experience Requirement:

Three years of supervisory experience over employees involved in the distribution of a variety of supplies, materials, parts and equipment.

Education/Experience Equivalency:

A combination of appropriate education and experience may substitute for the minimum education and experience requirement.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2006

REVISED BY: Steve Adkison

CLASS HISTORY Class was reviewed as part of an annual maintenance study. Duties were updated and placed into the new class specification format. The Minimum Experience Statement was slightly modified.