



# Career Service Authority

## Stockroom Supervisor

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### **GENERAL STATEMENT OF CLASS DUTIES**

Supervises a stockroom and staff procuring and distributing a variety of supplies, materials, parts, and equipment.

### **DISTINGUISHING CHARACTERISTICS**

The class of Stockroom Supervisor is distinguished from the class of Stockkeeper who contacts vendors, researches, orders, and receives stock items and maintains an inventory control system for a variety of supplies, materials, parts, and equipment used by city agencies. It is distinguished from Stockroom Manager who supervises the work of subordinate supervisors and employees involved in the distribution of a variety of supplies, materials, parts and equipment. It 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.

#### ***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 administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

#### ***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 full time employees that do not supervise.

**ESSENTIAL DUTIES**

Ensures stock and nonstock items are requisitioned, received, and distributed as requested.

Performs cyclic inventory on a monthly basis and ensures proper inventory for current and projected usage.

Generates reports for management tracking usage and value of items received and issued using basic computer spreadsheet/database software and/or enterprise inventory management software.

Tracks status of special orders necessary for completion of significant organizational projects.

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.

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.

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.

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.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Implements safety standards and develops procedures to ensure compliance.

Implements and interprets policies and procedures developed by higher-level managers or supervisors. Assists in developing, recommending and coordinating the implementation of new procedures for the assigned functions or unit.

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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

**Flexibility** – Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity

**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 Resources 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; adjust 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, pride, 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 alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem

Knowledge of ordering and controlling supplies sufficient to be able to evaluate and estimate usage rates, storage problems and values

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations

Knowledge of computers, basic spreadsheet/database software and/or enterprise inventory management software

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.

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 prioritizing and scheduling work to allow for its efficient and effective completion.

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

Carrying: transporting an object, usually by hand, arm or shoulder

Balancing: maintaining body equilibrium to prevent falling over

Stooping: bending the body by bending spine at the waist

Crouching: bending body downward and forward by bending legs

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

Repetitive motions: making frequent movements with a part of the body

Eye/hand/foot coordination: performing work through using two or more

Lifting: raising or lowering an object more than 50 pounds

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

Vision near acuity: ability to clearly at 20 inches or less

Accommodation: ability to adjust vision to bring objects into focus

Field of vision: ability to see peripherally

Depth Perception: ability to judge distance and space relationships

Color Vision: ability to distinguish and identify different colors

### ***Working Environment:***

Subject to many interruptions

Pressure due to multiple calls and inquiries

### ***Education Requirement:***

Graduation from high school or possession of a GED Certificate.

***Experience Requirement:***

Two years experience in the receiving, stocking, issuing and inventory record keeping of parts, equipment, supplies, or materials, which must have included one year of stock ordering responsibility.

***Education/Experience Equivalency:***

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

***Licensure and/or Certification:***

Some positions require possession of a valid Colorado Class "R" Driver's License at the time of application. Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

**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.