

STOCK CONTROL SUPERVISOR

DEFINITION

Supervises and participates in the performance of manual and clerical storekeeping duties in connection with the ordering, receiving, inspecting, storing, issuing and shipping of supplies, goods, materials, and equipment in a central storekeeping operation.

TYPICAL DUTIES

Supervises and participates in the work involved in a central storekeeping operation.
Receives and inspects a variety of delivered items for breakage, damage, or deterioration and for completeness and accuracy against purchase orders.
Arranges for inspection of electrical and mechanical equipment by technical experts.
Contacts purchasing staff, shippers, and/or vendors regarding errors in delivery, breakage, or damage of materials, deviations from specifications, timeliness of delivery, and other problems concerning the receipt and condition of goods.
Prepares reports on inspections of equipment, materials, goods, and supplies.
Utilizes computerized systems in order to record, update, maintain, and check the status of purchase orders and inventory.
Oversees affixing of inventory tags on newly-acquired equipment and maintains records of such equipment.
Signs delivery slips and other acknowledgment documents of goods received.
Delivers ordered items to the various offices and storage rooms on the campus.
Stores equipment, supplies, and goods in proper and efficient manner and maintains inventory records.
Maintains storage facilities and equipment in a clean and orderly condition.
Maintains equipment, goods, and supplies in compliance with safety and insurance regulations.
Maintains records of requisitions, purchase orders, release orders, and other related documents.
Orders supplies to replenish stock.
Operates material handling equipment in transporting supplies.
May arrange for disposal of surplus equipment.
May use bar code scanners to take inventory cycle counts.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A **Stock Control Supervisor** supervises and participates in the performance of manual and clerical storekeeping duties in connection with a central storekeeping operation.

A **Stock Control Assistant** performs manual and clerical storekeeping duties and may be responsible for a small supply operation.

A **Stock Control Aide** assists in the performance of manual and limited clerical duties in connection with a store keeping or supply operation.

SUPERVISION

General supervision is received from a classified manager. Immediate supervision is exercised over assigned storekeeping and clerical staff.

CLASS QUALIFICATIONS

Knowledge of:

- Proper methods of handling, storing, wrapping, and packing various types of items, including fragile and perishable goods
- Methods and procedures used in the inspection of supplies, equipment, and materials
- Proper use of material-handling equipment
- Inventory control procedures required in supply operations
- Safety practices and procedures used in storekeeping operations
- Recordkeeping procedures
- Principles of supervision and training
- Capabilities of computer applications, systems, and hardware used in storekeeping operations

Skill in:

- Operating material-handling equipment

Ability to:

- Supervise and coordinate the work of assigned staff
- Perform visual inspection for breakage, damage, or deterioration of supplies, goods, equipment, and materials
- Exercise proper judgment in operating, loading, and unloading material-handling equipment
- Keep accurate records pertaining to the receipt, inspection, storage, and issuance of supplies and equipment
- Effectively utilize computer equipment in the performance of duties
- Safely lift and move heavy supplies and equipment
- Work effectively and cooperatively with vendors, faculty, and District staff
- Learn specialized software applications

ENTRANCE QUALIFICATIONS

Education and Experience:

Graduation from high school or its equivalent **AND** three years of full-time paid experience in ordering, receiving, inspecting, storing, or issuing supplies, materials, and equipment. One year of the required experience must have been in a supervisory capacity. A successfully completed college-level course in supervision or management may substitute for the required one year in a supervisory capacity.

Special:

A valid Class "C" California driver's license.
Access to an automobile.

Physical Requirement:

Ability to lift and move items weighing up to 50 pounds