

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Stock Room Supervisor
Unit: Supervisory and Professional

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Job Code: D1271
Original Date: 07/1990
Last Revision: 11/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 03

DEFINITION

Under the direction of an assigned supervisor or manager, supervise the day-to-day operation of the main stockroom area of a college.

EXAMPLE OF DUTIES

1. Organize and maintain the physical inventory of equipment and supplies for one or more main stockroom facilities, ensuring that supplies are in adequate supply and inventory records are properly maintained for equipment.
2. Supervise assigned stockroom staff of stock clerks, drivers, clerical employees, and work study personnel; provide work direction and performance documentation, discipline, selection, and termination recommendation.
3. Provide ongoing training for subordinates, arranging for special training programs as appropriate.
4. Prepare and submit monthly stock and charge-back reports and other departmental documents to manager/supervisor as required.
5. Purchase stock and non-stock supply items as necessary within approved budget limits; receive supplies, equipment, and material.
6. Match purchase orders to invoices; inspect items for quality and condition; monitor prices and note changes to purchase orders; communicate with vendors to help resolve problems related to merchandise received.
7. Operate a variety of equipment, including pickups, delivery trucks, delivery carts, forklifts, and calculators.
8. Review and analyze stockroom content and setup, adjusting number and arrangement of items to reduce inefficiency and duplication.
9. Ensure compliance with safety and security regulations regarding special handling of flammable and alcohol-based supplies.
10. Provide backup support for clerical and driver subordinates as necessary.
11. Conduct and coordinate annual stockroom inventory.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic principles and practices of stockroom organization and maintenance.
- Basic regulations and practices related to the shipping and receiving of merchandise.
- Computerized inventory systems.
- English usage, grammar, and spelling and report writing techniques.

- Laws, regulations, and policies governing the proper storage of certain high-risk supplies, such as alcohol, firearms, or flammable materials.
- Laws, regulations, and safety practices related to the use and operation of equipment, such as the delivery truck, van, hand truck, pallet jack, and forklift.
- Operation and use of computers and basic software applications necessary for area of specialty.
- Oral and written communication skills.
- Principles and practices of supervision and training.
- Record-keeping techniques.
- Technical aspects of field of specialty.

Skills and Abilities:

- Analyze situations accurately and solve problems decisively.
- Communicate effectively both orally and in writing
- Establish and maintain effective working relationships with others.
- Explain and apply policies, procedures, and regulations.
- Meet schedules and time lines.
- Operate a variety of equipment including pickups, delivery trucks, delivery carts, forklifts and calculators.
- Operate standard office machines and equipment, including computer hardware and software.
- Plan, organize, and implement assigned functions.
- Prepare clear, accurate, and timely records and reports on stockroom contents and staff.
- Train, assign, schedule and supervise assigned staff.
- Work independently under minimal supervision.

Training and Experience:

- Any combination equivalent to: completion of high school or GED certificate equivalent and two years of stockroom or warehouse experience, including supervisory experience.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category II, subject to standing for long periods of time and lifting.

Environment:

- Moderate, stockroom environment, subject to possible hazards and fumes due to breakage of bottles containing chemicals or falling of heavy objects.