

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Acquisition Supervisor/Inventory & Receiving

Unit: Supervisory and Professional

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Job Code: D1510
Original Date: 07/1989
Last Revision: 02/2017
Staff Type: Classified
FLSA status: Exempt
Salary Range: 09

DEFINITION

Under the general supervision of the Purchasing and Contract Services Manager or assigned manager, administer the District inventory, asset accounting, central asset receiving, records management, surplus property management, and distribution of delivery services.

EXAMPLE OF DUTIES

1. Plan, direct, coordinate, implement, staff, and supervise the functions of central asset receiving, inventory and fixed asset management, and records storage; analyze system reports comparing expenditure categories, inventory records, and entries to the Plant Fund; research statutes related to the retention of records, electronic media for capturing records, and expedient destruction of same; review complex conflicts between Purchase Orders and receiving information and actions and Inventory records; supervise and process on-line receiving and/or asset record creation for special delivery items; research and correct inventory records; recommend and implement policy for the creation of official historical records of donations and certain loaned equipment.
2. Develop and organize systems for conducting physical inventories; oversee site audits of departments and reconcile inventory to certified reports; coordinate research of discrepancies; prepare and present written reports and findings; develop procedures for and supervise the use of bar code readers/scanners and computers in the collection and analysis of inventory data; assign staff to review and investigate property losses in conjunction with Police; organize, coordinate, and supervise physical inventories and the capture and upload of pertinent data.
3. Develop Central Asset Receiving; improve timeliness of processing receiving and delivery of products; pursue automation of processes; supervise and develop delivery schedules of assets throughout the District; direct the process of properly tagging assets; coordinate delivery schedules with ABSO operations, site business operations, and receiving offices.
4. Coordinate maintenance of surplus property records and preparation of related Board dockets; coordinate transportation of surplus property; organize stored surplus property and facility; correspond with contract auctioneer; communicate with authorizing managers regarding the certification of surplus property; investigate and report on excess property being stored at sites; coordinate district auctions and sales.
5. Oversee the processing and validation of equipment transfer documents, gift acceptances, property loss and damage reports, and loan of equipment forms for compliance and inventory system updates; give direction in the interpretation and application of related district policies and procedures and in the review and rewrite of policies and procedures.
6. Coordinate and process forms and appears at the DMV on behalf of district for licenses and vehicle registrations on all district rolling stock; oversee maintenance of official records.
7. Coordinate implementation of policies and serve as resource to supervisors, managers, College Police, Risk Management, Information Technology, Maintenance, and Auditors.
8. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable sections of California Education Code and federal statutes.
- Computer applications, including word processing, spreadsheets, and databases.
- District organization, operations, policies, procedures, and objectives.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Modern office practices, procedures, and equipment, including computer hardware and software.
- Principles and methods of inventory control, both systems and hardware.
- Principles and systems of receiving and distribution/delivery systems.
- Principles and systems of records management, including retention and destruction.
- Principles and techniques of public administration and management, including methods of cost/benefit analysis.
- Principles and practices of supervision and training.
- Technical and professional developments and trends in the area of responsibility.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Establish schedules, assign priorities, and meet timelines.
- Investigate and analyze administrative, technical, and system problems and make recommendations.
- Investigate and analyze equipment and services relative to all areas of responsibility and make recommendations.
- Operate computers and business-related software, including word processing, spreadsheets, and databases.
- Plan and organize work.
- Prepare and interpret organization and function charts.
- Train, assign, schedule, supervise, evaluate, counsel, and discipline assigned staff.
- Work cooperatively with others.

Training and Experience:

- Any combination of training and experience equivalent to: a four year degree in Business Administration or related field and five years of progressively responsible varied experience in a related function, including one year of full charge supervisory experience involving inventory control or receiving systems and operations.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category II. May involve occasional standing and walking for extended periods and light-moderate lifting/moving of boxes, equipment, or furniture.

Environment:

- Some exposure to less desirable warehouse environment of extremes in temperature and the existence of potentially hazardous materials.