

### Class Concept

Work of this class involves the supervision/management of the requisition, receipt, storage and issuance of forms, supplies, materials and equipment. Positions supervise Inventory Assistants and lower level Inventory Associates in independently operating a larger stockroom in a state agency or institution. Work is performed in accordance with stock-keeping procedures and is evaluated through review of the records and physical observation of the warehousing operations. Positions typically report to higher level procurement positions.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Thorough knowledge of cataloguing inventory techniques.
- Thorough knowledge of packaging and shipping procedures and practices (i.e., shrink wrap, etc.).
- Thorough knowledge of computerized procurement/inventory systems.
- Thorough technological knowledge and ability to operate a computer (including Microsoft Word and Excel).
- Ability to maintain accurate and legible inventory records.
- Ability to operate appropriate warehouse equipment (i.e., pallet jack, forklift, etc.)
- Ability to effectively manage time and meet deadlines.
- Ability to make rapid and accurate mathematical calculations.
- Ability to assign, supervise and review the work of staff and to manage processes effectively and efficiently.
- Ability to establish and maintain effective working relationships with other employees and others as appropriate.
- Physical strength to lift and move relatively heavy objects (i.e., furniture).

#### Minimum Education and Experience

High School or General Education Development (GED) diploma and three (3) years of related experience; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.