

Class Concept

Positions in this classification are responsible for directing central warehouse operations for a state agency or university. Positions are responsible for purchasing, receiving, storing, inventorying, and issuing all supplies, materials, tools, and equipment used at a state agency or for managing the large central warehouse of a state agency with numerous field installations. Work is performed independently with a minimum of supervision from administrative superiors and is reviewed on the basis of efficient warehouse operations and procedures and an adequate inventory of supplies and materials.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the principles and methods of warehouse management.
- Considerable knowledge of purchasing and shipping methods and practices.
- Ability to keep accurate records and to plan expenditures within the framework of a budget.
- Ability to estimate the amount and type of supplies, materials, and equipment needed.
- Ability to maintain accurate inventory control records and reports.
- Ability to establish and maintain effective working relationships with employees and the general public.
- Ability to supervise the work of subordinate warehouse personnel

Minimum Education and Experience

High school diploma or General Educational Development (GED) diploma and three years of supervisory experience in warehouse or storage operations; or an equivalent combination of education and experience.