

## EAST BAY REGIONAL PARK DISTRICT

### **STORES SUPERVISOR**

#### **GENERAL FUNCTION**

Under direction, to purchase and obtain the highest quality supplies possible, using formal and informal methods, using the District's Purchasing Practices. Plan and supervise the stores operations including receiving, inspecting, storing, issuing, accounting for and delivery of supplies.

#### **ESSENTIAL FUNCTIONS**

Supervises all activities related to a centralized warehouse. Provides sound, competent advice on materials and inventory issues. Selects and equips staff to effectively perform work to accomplish desired results, provides training and development of staff, conducts performance reviews, resolves performance problems. Takes effective actions to accomplish desired results; and makes timely decisions.

Purchases various types of supplies that are used throughout the District, using formal and informal bids. Monitors incoming supplies to determine damage and the correctness of quantity and quality for compliance with specifications; maintains computerized central stores inventory subsidiary ledger; makes computerized daily entries of goods received and reports the issuance of outgoing items; fills orders and requisitions; schedules shipment and delivery of goods; determines most economical and expedient method of shipment considering destination, urgency, and type of material; investigates and checks on complaints received by the department regarding the quantity or quality of goods received; checks purchase orders; takes proper care of supplies and stock on hand; assists in budget formulation for the store keeping activity; prepares reports and correspondence; reorders standard commodities when required; maintains equipment stored; recommends repair, replacement, or purchase of new equipment; supervises employees and maintains discipline. Collects, District generated hazardous waste, universal and electronic waste such as, flammables, auto products, lamps, computer equipment; and disposes and/or recycles the waste using certified waste haulers.

#### **OTHER FUNCTIONS AND DUTIES**

Other tasks related to this position may include: interviews and corresponds with vendors; supervises cycle counts of inventory and annual inventory, if required; develops operating policies and procedures; oversees the disbursement of uniform items per the adopted Uniform Agreement and recommends changes as required; chairs the Central Store Committee meetings; performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education: Equivalent to the completion of the twelfth grade; and

Experience: Four years of full-time paid experience in buying or purchasing, with one year experience in warehousing. One year of experience in a supervisory capacity is desirable.

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of principles, practices and methods of purchasing. Knowledge and skill in the principles and practices of effective supervision. Ability to communicate effectively both orally and in writing. Ability to work independently without direct supervision. Skills to use personal computers. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

SPECIAL CONDITIONS OF EMPLOYMENT

A valid California Driver's License is a condition of initial and continued employment in this classification. Possession of a Hazardous Waste Training certificate is a condition of employment and shall be obtained no later than twelve months after the hire date; attendance of the annual refresher training is also a condition of employment. Completion of District required Forklift Training is a condition of employment and shall be obtained no later than six months after the hire date; attendance of the annual refresher training is also a condition of employment. As a condition of employment, a Stores Supervisor may be required to be able to use respirators in accordance with Cal OSHA regulations.

REPORTS TO: Facilities Manager

SUPERVISES: Stock Clerk/Drivers