

SUPPLY MANAGEMENT ADMINISTRATOR
(Autonomous Agencies)

NATURE OF WORK IN THIS CLASS:

Administers the programs and activities of the various supply management functions in an autonomous agency.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers procurement, warehousing inventory and surplus property programs in an autonomous agency.

Makes a variety of technical and administrative decisions, determinations, and conclusions in connection with the direction and coordination of procurement, warehousing, and distribution of supplies.

Devises and installs new or established procedures and methods governing procurement, warehousing, and distribution; secures and analyzes supply requirement forecasts, stock issue reports and other controlling data; develops plans and procedures for solving critical or complex procurement, warehousing and distribution problems or programs.

Responsible for procuring, disposal and transfer of the agency's surplus property; serves as the agency's technical advisor in supply problems; makes final decisions and determinations of awards and contracts for supplies.

Conducts continuous study, analysis and planning for formulating long range supply requirements, plans, programs and policies.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, techniques and procedures in supply management programs and operations.

Ability to administer the programs and activities of the various supply management functions in an autonomous agency.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to evaluate operational effectiveness and implement changes in organization, policies and procedures to improve effectiveness.

Ability to interpret and apply pertinent laws, regulations and policies governing the purchasing of commodities by the agency.

Ability to make work decisions in accordance with appropriate program guidelines.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

(A) Three years of experience in the various phases of supply work, including procurement, supply cataloging, warehousing, contracting, stock controlling, and in issuing and receiving of supplies; three years of supervisory experience and graduation from high school; or

(B) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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Pay Grade N Step 1: \$31,064 - Step 10: \$46,596



DAVID R. FLORES, Executive Director
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