

Specification for Class of

SUPPLY OFFICER 1

Abolished Effective July 1, 2007

Definition: Plans, coordinates, supervises or performs procurement and inventory functions for Department; or serves as principle assistant to higher level supply officer.

Typical Work

Prepares and implements departmental procedures relative to supply functions; collects and evaluates supply and equipment usage data; projects departmental supply needs; determines optimum stock levels, maximum authorizations, standard unit pack, and reorder points;

Assists in coordination or is responsible for maintenance of equipment registers and master inventory records;

Receives, examines and determines need for, and adequacy of, requisitioned items and approves requests or makes appropriate recommendations dependent upon availability of funds or other considerations;

Determines that specifications are adequate for commodities used; determines available sources of supply;

Assists in coordination of transfers of excess supplies and equipment to, from, and between agencies of Department of Social & Health Services;

Coordinates procurement actions between Department and State Purchasing Division;

Performs other work as required.

Knowledge and Abilities

Knowledge of: supply and equipment procurement, utilization, and accountability; large scale stock control, including procedures and techniques for determining and maintaining levels of supply; inventory records, both machine and manual.

Ability to: assist in coordinating and supervision of supply and equipment procurement, stockage, utilization and control; devise procedures to assure economy and facilitate ease of operation; assist with stock level control by application of modern inventory control procedures; prepare clear; concise reports; establish and maintain effective working relationships with others encountered in work.

Minimum Qualifications

A Bachelor's degree involving major study in business administration, public administration or closely allied field.

AND

One year of experience in large scale procurement, stock control, receipt, storage and issue functions in either government or business.

Additional qualifying experience may be substituted, year for year, for education.

New class

Established February 1, 1964

Revised January 11, 1973

Revises class code number