

Job Description

Job Title: Supply Assistant Supervisor

Position Code:

Job Classification: Non-Exempt

Supervisor: Supply Supervisor

Pay Grade: 25

Contract Length: 245 Days

Job Summary

Position is responsible for complex administrative and coordination support work related to the procurement of a variety of materials, supplies, services and equipment inventory.

Essential Duties

1. Responsible for purchasing of materials, supplies, equipment, construction goods, and services for the department.
2. Maintains inventory levels following procurement guidelines and regulations and contacts vendors to determine product availability, cost and quality and response to vendor inquiries.
3. Enters and retrieves purchasing information from automated inventory and purchasing systems; prepares informal request for quotations.
4. Responsible for research and analysis of products and services, product substitutions, price and quality differences, and shipping options; obtains warranties and quotes; may serve as a liaison between the department and provider.
5. Maintains daily, annual and periodic inventories and performs stock control activities; aids in ensuring quality controlled, prompt order filing, distribution, shipping and receiving.
6. Assists in generating, processing, and executing purchase orders, request orders, stock maintenance, logistics and other services.
7. Supervises, coaches, mentors and trains Storekeeper I and II.
8. Maintains computerized inventory control utilizing computerized maintenance management software and peripherals.
9. Performs clerical tasks such as maintaining computer ledgers and generating reports.
10. Maintains safe working environment; follows regulations, procedures and routines under established policy.
11. Aids staff in loading/unloading and storing supplies and equipment; inspects goods for compliance with specifications.
12. Answers routine telephone calls and provides relevant information; intakes and processes requests.
13. Resolves discrepancies and expedites order with vendors.
14. Models nondiscriminatory practices in all activities.
15. Access and navigate the School Dude maintenance software as needed to effectively manage/oversee shop productivity.
16. Access and navigate the SunTrust Spending Platform to reconcile/approve P-Card purchases for direct reports.
17. Conduct monthly safety and awareness training in accordance with the Supervisor of Environmental Safety.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Plant Services or other appropriate administrator.
2. Fulfills obligations of Supply Supervisor as directed in their absence.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess a high school diploma with considerable experience (7 to 10 years preferred) in supply, stockroom, or warehouse experience with extensive product knowledge of building trades materials and 3-5 years of lead or supervisory experience. Ability to operate material handling equipment. Forklift operator certification required, or the ability to gain endorsements within 6 months of employment. Previous clerical and data entry experience required. Experience with computerized database development and use. Must possess excellent data entry skills and the ability to develop and maintain a computerized database. Experience with Microsoft Office, Outlook and Excel applications. Must establish and maintain effective working relations with other employees, vendors and the public utilizing appropriate customer service skills. Must understand and follow written and verbal instruction. Must possess excellent organization and record keeping skills. Must use time efficiently, work without supervision, and supervise other employees when appropriate.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal, and to perform; see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms and on the telephone; physical agility to lift up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office/warehouse environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: Assigned staff

Supervision Received: Supply Supervisor

This job description in no way states or implies that these are the only duties to be performed by this employee. The Supply Assistant Supervisor will be required to follow any other instructions and to perform any other related duties as assigned by the Supply Supervisor or other appropriate administrators. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date

Revised 10/2021 CR