

Specification for Class of

SUPPLY OFFICER 2

Abolished Effective July 1, 2007

Definition: Supervises and coordinates activities of procurement, placement, receipt, storage, issue, and transfer of supplies, equipment and property for most complex departmental supply function.

Typical Work

Receives, examines, approves and processes procurement requests for supplies and equipment for all activities within department;

Determines fund availability, need for, and adequacy of requisitioned items; approves requisitions to State Purchasing Office;

Purchases direct on general authority and purchases direct on bid items which are not subject to control of Division of Purchasing;

Calls for bids on public works contracts under \$2,500.00 and awards same on authority of Division of Engineering and Architecture;

Calls for bids and awards insurance contracts for fire, burglary, and employees' bond for entire agency,

Coordinates all transfers of surplus supplies and equipment to, from, and between institutions;

Formulates general procurement procedures for Department in accordance with policy stipulated by State Supervisor of Purchasing;

Evaluates supply and equipment usage data; determines stock levels, maximum authorization and reorder points;

Coordinates maintenance of equipment registers and master inventory records; arranges for maintenance contracts and emergency repairs;

Performs other work as required.

Knowledge and Abilities

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

Ability to: coordinate and supervise large scale supply and equipment procurement, stockage, utilization and control; devise and install procedures necessary to assure economy and facilitate ease of operation; control stock levels by application of modern inventory control procedures; prepare clear, concise reports and directions; 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

Three years recent experience in large scale procurement, including stock control 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

Revised class code number