

The University of Texas at San Antonio

Job Description

Job Title: Stores Supervisor
Code: 6442
Salary Grade: 57
FLSA Status: Non-Exempt
Department/Division: Fiscal Administration/Facilities Services
Reports To: Fiscal/Business Manager

Summary

- Function: To provide the supervisory skills required in the operation of a stores unit and to set up an efficient system for store-keeping.
- Scope: Responsible for the maintenance of maximum and minimum stocks, and for the operation of an accounting system.

Duties

- Typical:
 1. Supervise the maintenance of records, the preparation of material orders, the receiving, inspecting, and storing and disbursement of supplies.
 2. Ensures departmental work orders are accurately charged for materials.
 3. Oversee the purchasing of supplies for the facilities services maintenance department.
 4. Reconcile purchasing accounts.
 5. Assist with preparation and maintenance of a file of standardized ordering specifications.
 6. Perform other duties as assigned.
- Periodic:
 1. Supervises inventory of supplies stored in warehouse.
 2. Prepare reports of stockroom condition and activity.

Education

Required	Preferred
High school graduation or GED.	Bachelor's degree.

Other Requirements

Required	Preferred
Thorough knowledge of sources of supply of items relating to the specific department.	N/A
Must have the ability to work cooperatively with other departments to determine their requirements and needs.	
Texas Driver's License and clean driving record.	
Criminal Background Check (CBC).	

Experience

Required	Preferred
Five years of experience in the procurement, storage, issue, and accounting for property, including one year in a supervisory capacity.	Similar experience acquired within a college or university in a supervisory capacity.

Equipment

Required	Possible
Personal computer and standard office machines.	N/A

Working Conditions

Usual	Special
Usual office and warehouse conditions.	N/A

Supervision

Received	Given
Review for over-all effectiveness of the stores unit.	General supervision to all stores unit personnel.

Accuracy

Extremely accurate in the maintenance of records and in preparing and submitting reports.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.