

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 186

CENTRAL STORES OPERATIONS MANAGER

GENERAL

Responsible supervisory work of moderate complexity in stores operations. Work is performed under general supervision of the General Service Director in the General Service Department.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Supervises a staff of employees in receiving, storing and issuing of stock, maintaining inventory control, and other records.
- Inspects quantity and quality of goods received for general conformity to prescribed specifications.
- Signs receipt for acceptance or rejection of proper delivery of goods and follows up on delayed deliveries and discrepancies.
- Prepares and submits requisitions for stock replacements for approval.
- Makes any stores inventory purchases from specified sources when necessary.
- Develops and places in effect efficient storage methods including the allocation of proper bins or other storage spaces for security of stock.
- Performs annual inventory and submits results to the appropriate authorities.
- Assists staff in daily operations, including: receiving, storing, and issuing of stock; data entry; inventory control; delivery of supplies; and general warehouse duties.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of storekeeping methods and procedures, and of records used in the receipt, storage and issuance of diversified goods.
- Knowledge of the various kinds and grades of supplies, materials, and equipment applicable to the area of assignment.
- Knowledge of purchase and requisition procedures.
- Ability to communicate and interact effectively both orally and in writing with the public.
- Ability to supervise, evaluate, and train subordinates.
- Ability to stay organized, prioritize, and multitask in a busy environment.
- Ability to determine the quantity and quality of goods received in relation to prescribed specifications.
- Ability to make arithmetic calculations with speed and accuracy.
- Ability to carry out oral and written instructions and to manage routine operations.
- Ability to maintain inventory and stores records.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent G.E.D. Considerable experience in receiving, storing, and issuing a wide variety of store's items and keeping inventory records including some supervisory experience. Experienced in the use of personal computer (PC).

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various technological items such as a personal computer (PC), calculator, copier, and fax machine (not limited to these). Frequent heavy lifting up to 50 lbs. and occasionally up to 100 lbs. Must be able to frequently climb, kneel, crouch, balance, reach, stand, walk, push, pull, and grasp. Ability to drive a vehicle and capability to coordinate and drive a forklift truck. The noise level in this environment is very loud when using machinery.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 28/42

Location: General Services Department

GERS: Regular Class