



SUPPLY SPECIALIST 1 SUPPLY SPECIALIST 2

**0758
0759**

SERIES CONCEPT

Supply Specialists participate in the receipt, storage, security, shipment, inventory, and recordkeeping for a wide variety of property, equipment (excluding automotive and heavy equipment), food, forms and supplies. Employees prepare and process documents for the requisition, purchase, receipt, issuance and delivery of goods; and secure and maintain control records for a variety of property and equipment.

Receive supply/equipment requests; review and approve for completeness; verify authority of person or agency placing order. Procure a wide variety of supplies, food, forms, materials and equipment up to pre-established monetary limits or delegated purchasing authority; use a state credit card, the requisition and purchase order processes, statewide contracts or informal bid process.

Receive and inspect items to determine the condition of items and quantity received; ensure items meet order specifications; pack and return damaged goods and incorrect items; notify vendor of return status. Store items such as office supplies, forms, food, excess/surplus property, equipment, and janitorial supplies appropriately for each type of item; rotate items as necessary; provide accessibility to supplies; and maintain the storeroom in a clean and orderly condition. Deliver items and fill orders; distribute items over-the-counter; load pallets for shipment on transport vehicles; and package and deliver or ship supplies to various locations. Dispose of obsolete and excess items by inspecting property to determine item's condition for use, transfer or sale and contact the appropriate authority for disposition. Maintain inventory and perform cycle counts and/or periodic physical inventory as assigned; count and record items electronically and on paper.

Maintain records related to the requisition, purchase, receipt, stocking, inventory and delivery of supplies.

Employees may direct adult and youth inmate or patient workers to follow rules, policies, procedures and security guidelines; instruct and train on work techniques and procedures, and in safe and efficient operations of tools and equipment.

DISTINGUISHING FEATURES

Supply Specialist 1 completes tasks focused on receipt, storage, security, shipment and recordkeeping for a wide variety of property, equipment, services, food, forms and supplies. Position at this level may assist with completing inventory as assigned

The **Supply Specialist 2** completes the tasks in the series concept and has primary focus on computerized inventory systems; establishing stocking levels and reorder points for supplies purchased, stored and distributed and assists in the audit of requisitions, purchases, receipts, stocking, inventory and delivery of supplies, and recommending procedure/process improvements.

MINIMUM QUALIFICATIONS & SKILLS

Supply Specialist 1 - One (1) year of stocking, storeroom or warehouse experience which included purchasing a variety of supplies, equipment or materials and shipping and receiving materials and equipment.

SKILL:

- Complete accurate inventory and stores records.
- Project inventory requirements.
- Use of mathematical functions such as addition, subtraction, multiplication, and division.
- Operate a calculator.
- Purchase, receive, maintain and inventory supplies and equipment.

- Communicate orally with a variety of people answering questions and gathering and exchanging information.
- Organize work efficiently.
- Exercising independent judgment in making appropriate decisions concerning work methods.
- Apply specific, defined rules, regulations, policies, and procedures to work performed.
- Skill in operating a calculator.
- Read and apply purchasing procedures, guidelines, and price agreements.
- Review typed documents such as purchase orders and bids for accuracy.
- Maintain security for the safe storage of store supplies.
- Determine space requirements for storage.
- Write procedures for storage and shipping of stores.
- Move heavy boxes of supplies.
- Operate a computer terminal or micro computer to enter, update, correct, and retrieve information.

Supply Specialist 2 - Three (3) years of stocking, storeroom or warehouse experience which included purchasing a variety of supplies, equipment or materials, maintaining inventory records, and shipping and receiving materials and equipment.

SKILL:

- Complete accurate inventory and stores records.
- Project inventory requirements.
- Use of mathematical functions such as addition, subtraction, multiplication, and division.
- Operate a calculator.
- Purchase, receive, maintain and inventory supplies and equipment.
- Communicate orally with a variety of people answering questions and gathering and exchanging information.
- Organize work efficiently.
- Exercising independent judgment in making appropriate decisions concerning work methods.
- Apply specific, defined rules, regulations, policies, and procedures to work performed.
- Skill in operating a calculator.
- Read and apply purchasing procedures, guidelines, and price agreements.
- Review typed documents such as purchase orders and bids for accuracy.
- Maintain security for the safe storage of store supplies.
- Determine space requirements for storage.
- Write procedures for storage and shipping of stores.
- Move heavy boxes of supplies.
- Operate a computer terminal or micro computer to enter, update, correct, and retrieve information.

NOTE: Some positions in the classification may require the successful applicant to obtain a forklift certification within six (6) months of hire.

DISTINGUISHING FEATURE FROM SIMILAR SERIES

Parts Specialist: The Supply Specialist series is distinguished from the Parts Specialist series by the assignment of duties to participate in the receipt, storage, security, shipment, inventory, and recordkeeping for a wide variety of property, equipment (excluding automotive and heavy equipment), food, forms and supplies rather than automotive or heavy equipment parts.

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