

## Warehouse Administrator

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### **DEFINITION**

This is supervisory work administering the supply needs of a complex, department wide stores operation.

Work is performed within a broad statement of objectives and the general framework of policies, procedures and principles governing proper storekeeping methods, purchasing and requisitioning and principles of inventory management. Employees are expected to use extensive judgement in interpreting guidelines and establishing precedents or solutions to complex problems.

Employees independently assess and solve operational, system or procedural problems. Decisions made generally impact the entire work unit and are frequently precedent setting in nature. Contentious administrative issues may be referred to a supervisor for direction and advice.

Supervision generally spans over the operation of several stores facilities and/or yards. There is considerable emphasis on performing administrative functions such as development of inventory systems and procedures, purchasing and expediting of stock, non-stock discretionary items, determining sources of supply, document control, technical consultation and interpretation and preparation of technical specifications. Positions receive broad administrative supervision where work is evaluated on the basis of achievement of goals and objectives of the unit. Work is very independent in nature and does not require detailed review by a supervisor.

Although the Stores Administrator supervises warehousing operations of materials, receipt, handling and issue, there is less direct involvement than would be demonstrated at the Storekeeper level.

Positions have contact with internal and/or external individuals/groups involving problem and conflict complaint resolution. Positions are involved in the exchange and coordination of information concerning complex issues. Positions may also represent their functional area to external organizations.

### **TYPICAL DUTIES** \*

Duties may include, but are not restricted to the following:

Plans, assigns and supervises the work of subordinates engaged in requisitioning, examining, storing, recording and controlling the issue of equipment, tools, materials, parts and supplies in a complex department wide stores operation which includes yard facilities.

Supervises inventory control functions: determines supply sources, sets inventory levels, determines when stock orders should be placed, arranges for special purchases, services and contracts.

Approves requisitions and purchase orders and assists in writing specifications for special purchases.

Supervises the distribution of materials of job sites.

Meets with manufacturing and sales representatives to discuss new materials, equivalent substitutes, delivery schedules and faulty or damaged goods. Advises purchasing officials with respect to preference materials, tender alternates and delivery schedules.

Assesses value of salvage stock and determines what should be scrapped, reclaimed or sold; arranges for disposal.

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Provides technical consultation and interpretation to engineers and maintenance staff to determine new or substitute parts requirements; coordinates vendor demonstration of products.

Supervises the maintenance of records.

Prepares merit ratings of subordinate staff and is responsible for disciplinary.

Recommends and implements procedural changes in the stores area.

Sits on boards and committees as required.

Performs related duties as required.

### **KNOWLEDGE, ABILITIES AND SKILLS**

Extensive knowledge of storekeeping practices and procedures, as well as the grades and uses of the supplies and materials handled in the stores facility.

Extensive knowledge of the principles of inventory management.

Extensive knowledge of purchasing and requisitioning procedures and policies.

Thorough knowledge of computer program applications relating to inventory systems.

Skill in analyzing formulas and related computer results reports.

Ability to develop and implement programs and procedures.

Ability to communicate effectively and maintain effective working conditions.

Demonstrated supervisory ability.

### **TRAINING AND EXPERIENCE REQUIREMENTS**

#### **Job Level**

Completion of the twelfth (12th) school grade supplemented by nine (9) years' progressively responsible experience in a stores operation, including four (4) years' supervisory experience, or

completion of the Journeyman Parts Technician or Warehouse Technician program or Supply Chain Management Diploma/Degree or the C.P.I.M. (Certified Production and Inventory Manager) designation plus seven (7) years' progressively responsible experience in a stores operation, including four (4) years' supervisory experience. APICS, PMAC or NIGP designations would be considered an asset.

\* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0449		0450	
Grade	025		027	

Last Updated:	2006-10 (title change Stores Administrator)
Previous Updates:	1991-05; 1981-04
Originated:	1974-08