

OFFICE SERVICES SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the efficient and economical operation of messenger and supply distribution services. General supervision is received from a higher-level administrator and supervision may be provided to office services personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans and oversees messenger and supply distribution services;
Arranges for the receipt and distribution of supplies and equipment;
Reviews and processes requests for reproduction of various forms and coordinates same with outside vendors and section supervisors;
Oversees the inventory of all office machines and furnishings (e.g. desks, chairs);
Maintains a continuous record of items added to or deducted from inventory (e.g. desk, chairs, supplies) and labels new items when they are received;
Coordinates the logistics of various requests (e.g. supplies, products, etc.) and obtains quotes from potential vendors;
Acts as a liaison with the purchasing department for all purchases applying procurement policies to requisitions;
Researches vendor quotes and completes price comparisons;
Develops and revises specifications for supplies and equipment with program staff;
Reviews and processes all purchase requests for both capital and expendable items;
Reviews and maintains requisitions and purchase orders for accuracy prior to approval;
Performs monthly reconciliations on P-card purchases for public notices, special event items, etc.;
Creates purchase orders for departmental vehicles and ensures the purchasing, monitoring and follow-up on said purchases;
Oversees the dispatch of vehicles assigned to the department;
Prepares a variety of reports;
Makes recommendations regarding improvement of operations;
Completes special projects, as necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles and practices involved in the operation of messenger and supply distribution services; good knowledge of office terminology; good knowledge of the methods and practices for receiving, storing, maintaining, and issuing supplies; good knowledge of manual inventory control methods; working knowledge of requisitioning procedures; ability to supervise the work of others; ability to understand and carry out complex oral and written instructions; ability to prepare routine spreadsheets and written reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and three (3) years of work experience in office services*, supply room or the scheduling and routing of people and/or materials, which included at least one (1) year in a supervisory or managerial capacity.

NOTES:

1. Additional years of the required general experience may be substituted for the high school education on a year-for-year basis.
2. Two (2) years of college (minimum of (60) credits) may be substituted for two (2) years of the required general experience.

(over)

*Examples of office services experience includes the monitoring and ordering of inventory and supplies, managing incoming and outgoing correspondence, including packages and delivery, filing, and organizing records, invoices, and other important documentation. Qualifying experience also includes submitting work orders and scheduling repairs for general office space and equipment.

SPECIAL REQUIREMENT: Possession of a valid driver's license must be maintained throughout the course of employment in this title.