

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Storekeeper Supervisor	<u>CLASS NUMBER:</u> 10016	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Job & Family Services - Northland	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 180
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N9	<u>POSITION CONTROL #:</u> 100490
<u>POSITION LOCATION:</u> 1721 Northland Park Ave, Columbus, OH 43229	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Sr. Office Manager (100480)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> Storekeeper (100491) (100492) (100493) (100494) (100495) (100496) (100497)		

CLASSIFICATION PURPOSE:

The primary purpose of the Storekeeper Supervisor classification is to oversee and coordinate deliveries, mail, supplies, and equipment for the agency; and to maintain supply items for agency needs and future needs.

JOB DUTIES:

Direct and manage the daily operation of the mailroom, supply room, inventory control, agency records storage, and forms control. Review supply requisitions and completes computerized order process. Monitor and maintain supply room stock of forms and clerical supplies. Track and maintain off-site storage. Coordinate drivers and vans for daily and special deliveries. Responsible for all functions of the mailroom including staff supervision, incoming and outgoing mail, distribution, preparing outgoing mail for delivery workers mail runs to satellite office, envelope inserting machine, maintenance for machines and equipment, ordering supplies for agency from Postal Service. Prepare reports, review policies and procedure and recommend revision as needed. Train and participate in training of individuals regarding postal regulations. Adjust work schedules according to work volume and flow.

Work with vendors to move stored supplies to centers and to supply data center with product for agency needs. Work with vendors to maintain mail machine and supplies, and keep lease and support current. Monitor business reply postage balances and makes check requests as needed. Monitor postage balance for outgoing mail and makes check requests as needed. Pick up and deliver agency payroll and checks to and from Auditor's Office. Evaluate staff and prepare and maintain monthly reports. Record and keep statistics of accounts at Post Office. Deposit monies to insure correct mail handling at the post office. Responsible for mass mailings to ensure all procedures are followed according to federal regulations. Supervise the care and operation for the inserter mailing machine and other equipment utilized in the processing of the mail.

Maintain and/or supervise a computerized inventory of all agency property. Coordinate inventory activities between field offices, warehouses, and delivery companies to achieve distribution goals. Coordinate property acquisitions and repairs with the purchasing department. Work with County print shop and vendors regarding quality and quantity of color and priority of print jobs. Schedule vehicle maintenance. Verify and approves payment of invoices for supplies and maintenance on equipment and vehicles, work from County print shop, and gas for agency vans.

Train and monitor staff. Process timesheets per established procedures. Manage daily operation of mail and supply room and adjust staff to workflow. Maintain inventory of needed forms and coordinates with the print shop to ensure an adequate supply. Maintain storage of agency records in compliance with federal, state, and local regulations. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; supervision; agency policy and procedures. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; use statistical analysis; maintain accurate records; establish friendly atmosphere as supervisor of work unit.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED with two (2) years of supply, inventory, or related experience.

Additional Requirements

Must meet background check requirements.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employee, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, and to act on employee problems .

UNUSUAL WORKING CONDITIONS:

N/A

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date