SUPPLY SERVICES SUPERVISOR

HIRING WAGE: $19.00 – $20.00/hr.; DOE
STATUS: Full Time with Benefits
CLOSING DATE: OPEN UNTIL FILLED
APPLICATION MATERIALS: Apply online at www.adasheriff.org/careers

GENERAL SUMMARY
Responsible for the agency receiving function, jail supply chain, jail warehouse, sewing and laundry program and supervises staff. This position is located in the Jail Services Bureau. The shift for this position is M–F, dayshift.

DISTINGUISHING FEATURES
The Supply Services Supervisor uses independent professional judgment to accomplish day-to-day work, referring work problems and questions of policy to the Lieutenant for assistance.

ESSENTIAL FUNCTIONS
• Supervises the work of county personnel in the warehouse, sewing, laundry, and other related areas;
• Sets expectations and goals, monitors performance and completes performance evaluations on assigned staff;
• Supervises warehouse operations, sewing, laundry, and other areas as assigned;
• Ensures inmates workers in these areas are properly supplied, outfitted and trained on safety procedures including biohazard disposal and containment, and safety data sheets;
• Responsible for supervision and ensuring the maintenance of the computerized inventory system;
• Maintains and purchases jail supplies;
• Works with jail staff to ensure necessary equipment and supplies are in stock and readily available;
• Prepares and monitors the jail supply budgets;
• Provides satisfactory customer service;
• Tracks product to prevent product loss;
• Ensures equipment and supplies are kept current and in good condition;
• Oversees the jail chemical program;
• Develops and maintains logistics plans and contingencies for emergency preparedness;
• Receives, distributes and stores food, equipment and supplies;
• Determines proper storage methods;
• Maintains security and safety procedures in the warehouse, laundry, sewing, and related areas;
• Researches products and equipment to insure practicability, cost effectiveness and supply availability;
• Interviews and corresponds with vendors to obtain information about product prices, availability, service warranties, delivery and specifications;
• Ensures proper purchasing protocols are followed;
• Coordinates the gathering of informal price quotations, and obtains bids, when appropriate;
• Informs vendors of purchasing procedures;
• Resolves vendor-related problems, and advises vendors on county registration requirements for eligibility;
• Arranges with vendors for replacement of defective items purchased; and
• Performs related functions as required.

**JOB REQUIREMENTS**

• High school diploma or equivalent;
• A minimum of three years of previous experience supervising, purchasing and receiving;
• Knowledge of supervision principles and practices;
• Knowledge of purchasing procedures and rules;
• Knowledge of sources of supply, characteristics of assigned commodities or services to identify potential suppliers, assure adequate competition and evaluate bid responsiveness and responsibility of the bidders;
• Knowledge of cost analysis sufficient to review contractor proposals and bids and to perform analyses using previous price history, commercial price lists, market prices, and technical catalogs to assure reasonableness of cost;
• Knowledge of modern office equipment;
• Skill in negotiating for products or services;
• Skill in the use of a personal computer to process and track contracts and to produce reports;
• Skill in the operation of a lift truck and pallet jack;
• Ability to supervise and motivate staff and inmate workers;
• Ability to analyze data, draw conclusions and make recommendations;
• Ability to develop and format reports from general directions;
• Ability to organize assignments and projects;
• Ability to ensure compliance with applicable laws and regulations and organizational guidelines and appropriations;
• Ability to clearly write specifications on a variety of products and service;
• Ability to communicate effectively verbally and in writing;
• Ability to maintain effective working relationships.

**OTHER REQUIREMENTS**

• Must keep abreast of industry trends for products and services that are regularly purchased;
• Must keep abreast of professional trends in purchasing policies, procedures and techniques;
• Must appear before an oral board and complete a polygraph and background investigation prior to hire;
• Must possess a valid driver’s license;
• This position has been designated safety sensitive and therefore the incumbent is subject to random drug testing.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS**

• Work is performed primarily in a warehouse environment and the employee in this class is subject to inside and outside environmental conditions;
• Must be able to use first-aid and CPR techniques when necessary;
• Most of the work is performed in and around the jail facility and involves an element of personal danger;
• The incumbent is required to stand, stoop, bend, kneel, climb, and work in tiring and uncomfortable positions;
• May be required to lift up to 50 lbs.
DISCLAIMER: To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.