

STATE OF NEBRASKA CLASS SPECIFICATION  
SUPPLY MANAGER

EST: 07/84 - REV: 03/22  
CLASS CODE: V05214

**DESCRIPTION:** This is responsible managerial work in the supervision and development of a large storage operation. Maintains a responsive stock level in support of agency operation requirements and determines the inventory control systems needed; performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops and coordinates the storage operation and the maintenance of supply base facilities.

Assists in determining the agency's inventory and storage policies and procedures.

Conducts space utilization surveys; recommends and develops plans which improve utilization and increase operational efficiency.

Supervises, coordinates and trains subordinates in the area of storage and supply operations.

Determines stock control and re-order levels based on recommendations from responsible sources.

Develops and maintains a storage plan and locator system for warehouse and storage areas.

Coordinates delivery of all supplies and equipment.

Supervises the inspection of all incoming supplies and equipment.

Responsible for the preparation and distribution of supply catalogs and manuals.

Responsible for the preventive maintenance and repair of equipment.

**FULL PERFORMANCE KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (These may be acquired on the job and are needed to perform the work assigned.)

**ENTRY KNOWLEDGES, ABILITIES, AND SKILLS REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance, and/or other evaluations.)

Knowledge of: warehouse and storage operations; inventory control; state purchasing procedures; office procedures and equipment; data processing inventory systems.

Ability to: supervise and train subordinates; manage and coordinate storage operations; communicate effectively both orally and in writing; develop and maintain inventory control systems; organize and utilize storage area.

Skill in: organizational methods; delegating responsibilities to others.

**JOB PREPARATION GUIDELINES:** (Entry knowledge, abilities, and/or skills may be acquired through, BUT ARE NOT LIMITED TO, the following coursework/training and/or experience.)

Any combination of training and/or experience that will enable the incumbent to possess the required knowledge, skills, and abilities. A general qualification guideline for positions in this class is a high school education plus four to six years related work experience, two of which should have been in a supervisory capacity.