

CENTRAL STORES MANAGER SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
4623(2358)	Central Stores Manager I	03	075	12 mo.	05/04/83
2465(2358)	Central Stores Manager II	03	075	12 mo.	05/04/83

Promotional Line: 59

Series Narrative

Employees in positions allocated to this series manage or assist in the management of a campus-wide, centralized multi-function stores, warehousing, and/or receiving facility. They may supervise and train lower level staff, coordinate the activities of the facility with other university functions, programs, and departments, and appraise the efficiency of the operation by reviewing policies, procedures, programs, and objectives of the facility.

Note that this series would not apply to positions that are responsible for the supervision or management of individual areas of the facility or departmental stores operations that do not provide services to the general campus. Other classes would be more appropriate for these positions.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Central Stores Manager I **4623(2358)**

Employees in positions allocated to this level of the series either assist in the management, supervision, and coordination of the activities in a large campus-wide, centralized multi-function stores, warehousing and/or receiving facility or manage a campus-wide, centralized multi-function stores, warehousing and/or receiving facility of smaller size. They work under administrative supervision from a Central Stores Manager II or other designated supervisor.

A Central Stores Manager I typically--

1. recommends or establishes policies, procedures, and methods to maintain or improve standards of operations in the receipt, storage, processing, issuance, delivery, materials-acquisition and purchasing, and related support functions of the facility
2. prepares operational reports (such as those on the levels of service efficiency, inventory investment, and inventory turnover); makes recommendations for or establishes operational goals and planning
3. coordinates or assists in the coordination of activities of the operation with the purchasing function; recommends material or equipment purchases to higher level staff
4. prepares or assists in the preparation of departmental budgets and financial statements for controlling and forecasting revenues and expenses in the various sections of the operation
5. authorizes or makes recommendations that would improve the plant facilities and equipment in order to maintain an efficient and environmentally safe operation

CENTRAL STORES MANAGER SERIES

2

6. hires stores personnel and supervises their job training
7. supervises and monitors inventory, data processing, and/or other recordkeeping procedures and may recommend new or modified systems
8. supervises lower level stores and clerical personnel assigned to the facility
9. performs other related duties as assigned

Level II: Central Stores Manager II

2465(2358)

Employees in positions allocated to this level of the series are responsible for the management, coordination and supervision of the activities in a large campus-wide, centralized multi-function stores, warehousing, and/or receiving facility. They work under administrative direction from a designated administrator.

A Central Stores Manager II typically--

1. establishes policies, procedures, and methods to maintain and improve standards of operations in the materials-acquisition and purchasing, receipt, storage, processing, issuance, delivery, and related support functions of the facility
2. prepares written reports, including financial and operational budgets, for overall planning, evaluation, and control functions of operations
3. coordinates the activities of the operations with the purchasing function
4. establishes training and employment parameters and is responsible for the management of assigned personnel in carrying out all aspects of the work
5. recommends major equipment and materials purchases requiring administrative approval
6. assumes responsibility for the receipt, accountability, inspection, and distribution of incoming materials and coordinates intra-college shipments of materials
7. prepares proposals to improve the plant facilities and equipment in order to maintain an efficient and environmentally safe operation
8. develops and improves management information and control systems
9. develops and implements product-testing systems for stores materials and coordinates the use of test data with purchasing functions and user needs
10. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

Level I: Central Stores Manager I

4623(2358)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Any one, or any combination, of the following types of preparation:
 - (a) credit for progressively more advanced college course work that would lead to a major in business administration or a closely related field (such as accounting, finance, operations management, or industrial engineering)
 - (b) credit for progressively more advanced college course work that would lead to a major in other fields
 - (c) progressively more responsible experience in business or materials management functions (such as accounting, sales management, purchasing, stores/warehousing, and/or materials distribution)

that totals 1.0 unit according to the following conversion rates ¹

Baccalaureate degree (or 120 semester hours) of “a” 1.0 unit

Baccalaureate degree (or 120 semester hours) of “b” = 0.75 unit maximum

4 years of “c” = 1.0 unit.

2. one additional year of responsible experience in business or materials management functions (such as accounting, sales management, purchasing, stores/warehousing, and/or materials distribution)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory and administrative ability
2. ability to work effectively with the staff and public
3. knowledge of large volume purchasing, storing, and warehousing methods and procedures

¹ Amounts of training or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

² That is, up to 3/4 (or 0.75) of the total preparation needed to satisfy requirement #1 may be the type of college training described in “b,” computed according to the conversion rate listed above. The remaining 0.25 unit of preparation would have to be supplied by one or more of the other types of preparation listed above.

CENTRAL STORES MANAGER SERIES

4

Level II: Central Stores Manager II

2465(2358)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of experience/training requirements listed for the Central Stores Manager I
2. three additional years of responsible experience in business or materials management functions (such as accounting, sales management, purchasing, stores/warehousing, and/or materials distribution)

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. supervisory and administrative skills
2. ability to work effectively with the staff and public
3. extensive knowledge of large volume purchasing, storing, and warehousing methods and procedures

Central Stores Manager I
Central Stores Manager II

(NEW)
(REVISED)