

*Code: 1213*

*Title: SUPPLY TECHNICIAN – PRINCIPAL*

**SUMMARY:** Leads a staff of supply personnel and participates in the receipt, issuance, inventory and storage of supplies, materials and equipment in a supply storeroom or satellite warehouse or monitors and maintains an automated inventory system and performs inventory reconciliation. This is differentiated from Supply Technician-Senior due to its lead responsibility. Some positions perform duties in law enforcement or corrections environments which may include daily contact with inmates. Some positions may perform duties in a medical setting and be required to order, handle, store and deliver blood products and hazardous materials.

**DUTIES/RESPONSIBILITIES:** (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Leads and coordinates the work of supply personnel engaged in the receipt, storage, inventory and delivery of a variety of supplies and materials including inmates assigned to the unit;  
Establishes inventory numbers for stock items received;  
Monitors inventory levels, inventory movement or usage, order points and items on hand and projects supply needs using manual or automated inventory systems;  
Recommends changes to procedures or inventory levels to ensure accuracy of automated inventory system;  
Establishes reorder points and stock rotation procedure;  
Checks inventory items on hand against invoices received to insure accuracy of information and verifies information against data in automated inventory system;  
Ensures vending and change machines are stocked and money is collected, balanced and deposited;  
Prepares purchase requisitions and maintains manual and/or automated files and records of transactions;  
Conducts research, reviews data, monitors database and prepares specialized reports and other documents for supervisors and other departments;  
Assists department in filing and ensures appropriate procedures with procurement to facilitate the ordering/purchase of medically sensitive and perishable items;  
Contacts vendors and suppliers regarding problems with orders placed or received;  
Monitors the issuance and delivery of supplies and equipment;  
Generates reports to assist warehouse supervisor to determine ordering needs and supply room activity;  
Operates delivery vehicle and other materials handling equipment;  
Lifts and removes heavy boxes and items from shelves and bins;  
Researches and requisitions, as requested, supplies and equipment with vendors or researches automated system for historical information to provide inventory usage and vendor information;  
May perform minor maintenance on vending and change machines by fixing jams;  
May train and participate in the evaluation of supply personnel;  
May contact vendors, suppliers, and accounting divisions for price quotations, terms, delivery dates, discounts, etc.

**KNOWLEDGE & SKILLS:**

Knowledge of:

- principles and practices of leading staff and participating in ordering, receipt, storage, inventory control and distribution of supplies, materials and equipment;
- principles and practices of handling, storage and delivery of medically sensitive materials;
- applications of automated information and inventory management systems;

- basic arithmetical principles and practices;
- principles and practices of inventory control and supply storage;
- methods and procedures used in handling warehouse and vending stock;
- warehouse safety practices;
- principles and practices of training and communications techniques;
- Personal Protective Equipment (PPE);
- purchasing and requisitioning procedures;
- facility safety, emergency and security procedures.

Skill in:

- leading, planning, assigning and reviewing the work of staff;
- communicating effectively and following verbal and written instructions;
- stocking and rotating stock, especially date sensitive materials;
- storing, inventorying, distributing and receiving supplies, materials and equipment;
- maintaining effective working relationships with vendors and staff;
- entering information into and retrieving information from a computer database;
- observing, comparing, or monitoring data and its relationship to inventory control;
- verifying supplies, materials and equipment received against order documentation;
- operating a vehicle and various types of office and materials handling equipment;
- lifting heavy boxes and equipment;
- purchasing and comparing bids for supplies and equipment;
- procedures and practices involved in working alongside inmates.

MINIMUM QUALIFICATIONS:

EITHER:

(1) Three years of experience in receipt, inventorying, storage and distribution of supplies, materials and/or equipment.

OR:

(2) Two years of experience with Pima County as a Supply Technician, Supply Processing and Distribution Technician I or Supply, Processing and Distribution Technician.

OR:

(3) One year of experience with Pima County as a Supply Technician-Senior, Supply, Processing and Distribution Technician II or Supply, Processing and Distribution Technician-Senior.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions within this classification may require possession of a valid Class D Arizona driver's license at the time of appointment.

Special Notice Items: Due to need for access to law enforcement, detention or correctional facilities, some positions may require satisfactory completion of a personal background investigation by law enforcement agencies.

Physical/Sensory Requirements: The ability to lift, carry, push and pull fifty pounds or more; stoop and bend; wear Personal Protective Equipment (PPE) and independently move and manipulate heavy objects. Other physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

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