

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL
CLASS SPECIFICATION**

WAREHOUSE MANAGER

TITLE CODE: K9500

DISTINGUISHING FEATURES OF THE CLASS

Under general supervision, plans, organizes, directs and supervises a large warehouse operation in support of Secretary of State public service and general office operations.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, organizes, directs, coordinates and supervises warehousing activities in a large warehouse, including the receipt, storage, inventory and issuance of a variety of stock items including, but not limited to, office supplies and equipment, license plates, vehicle registration stickers, or forms and the verification of incoming items to ensure correct shipment.
2. Supervises the review of inventory records for accuracy of information and compliance with established procedures and to determine adequacy of stock levels.
3. Traces history of items to determine reasons for discrepancies between inventory and stock control records and takes appropriate action to resolve discrepancies; determines higher priority needs, and issues requisitions for purchase or alerts management of funding problems for correction of stock deficiencies.
4. Supervises the maintenance of computerized inventory records by the posting of received, issued and returned materials to an inventory system.
5. Establishes and implements warehouse procedures pertaining to receipt, storage, inventory, and issuance of warehoused items and safety of warehouse operations.
6. May supervise a small service maintenance and/or delivery staff.
7. Performs other related duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years high school and two years of supervisory experience in supply operations, storekeeping work, warehousing, or a related field.

WAREHOUSE MANAGER (continued)

Knowledge, Skills and Abilities

Requires working knowledge of inventory control and warehouse management procedures and practices.

Requires working knowledge of the operation and maintenance of materials handling equipment such as forklifts, and power pallet jacks.

Requires working knowledge of federal and state laws, rules and regulations governing warehouse operations.

Requires working knowledge of basic arithmetic.

Requires ability to estimate the demand for warehouse stock based on statistical data.

Requires ability to prepare written documents such as status reports, requisitions and forms.

Requires ability to establish and implement safety procedures.

Requires ability to develop and maintain a good working relationship with subordinates and other employees.

Requires willingness to travel and possession of a valid Illinois driver's license.

Approved by the Secretary of State Merit Commission – March 10, 2004

Effective – March 16, 2004