

SERVICES SUPERVISOR (MATERIALS MANAGEMENT)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is responsible for organizing and performing administrative and operational functions in the Materials Management division at the Westchester Medical Center. Incumbents exercise administrative judgment in the interpretation and application of established policies and procedures, and in relieving principals of administrative details. Responsibilities include maintenance of inventory, preparation of purchase orders, dealing with vendors, receiving and inspection, preparation of statistical reports, and monitoring the departmental budget. Work is performed with considerable independence in accordance with established policies and procedures. Supervision is not normally a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Coordinates the appropriate processing of purchase requisitions, purchase orders, receiving reports and divisional requests for supplies of items maintained in a large inventory system;

Participates in monitoring the departmental budget and assists with financial control;

Monitors and maintains an on-going inventory system;

Assembles financial and statistical data for analysis and summarizes such information in report form;

Maintains accurate, current inventory data to monitor utilization, shelf life, and available supply of equipment and items in stock, using both manual and automated systems;

Maintains records and makes analyses of departmental commitments and obligations;

Reviews statistical reports for compliance with established policies and procedures;

Acts as a liaison for the LGFS system and the ESI system, and provides training to departmental personnel;

Assists in the inspection of goods to ensure that specifications are met and that purchase orders have been filled appropriately;

Contacts vendors regarding shortages, overcharges, breakage, discrepancies, etc.;

Expedites purchase orders for late or urgently needed supplies;

Maintains inventories at optimum levels in compliance with departmental needs and within budgetary constraints;

Provides management and division heads with accurate usage figures of supplies by each cost center;

EXAMPLES OF WORK: (Illustrative Only)

Develops and maintains files of reference materials such as supply catalogues and brochures;

Consults with departments as needed regarding purchase orders and requisitions;

May assist in the development of sources of supply and in the inspection of samples;

May assemble information pertaining to the preparation of proposals and specifications;

Assists with miscellaneous purchasing procedures, inventories, etc.;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the methods and procedures used in storekeeping and inventory control; good knowledge of the procedures used in maintaining detailed inventory records; good knowledge of business arithmetic; knowledge of budget and accounting classifications against which departmental charges may be made; knowledge of administrative procedures; knowledge of the organization and functions of the various divisions of a large hospital; ability to operate automated equipment and calculators; ability to understand and carry out complex oral and written instructions; ability to independently carry out complex staff or administrative assignments; ability to communicate effectively, both orally and in writing; ability to analyze operating information and make recommendations; accuracy; dependability; initiative; resourcefulness; thoroughness; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of staff, administrative support or office management experience, which involved record keeping and inventory control of medical supplies.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.