

# Market Range Detail - Warehouse/Inventory Supervisor

## Effective Date

February 17, 2014

## Market Range Title Description

Positions in this market range title plan, assign, review, and evaluate the work of staff and activities required to operate a major departmental stores facility, warehouse, supply room or yard and may directly participate in inventory control and warehouse activities to maintain perpetual inventory maintenance of materials, equipment, and supplies. Positions establish processes and policies, sets unit goals and objectives, and provided input into unit's budget. Responsible for the security of supplies and equipment; performs periodic physical inventories; oversees computerized inventory control systems; creates and updates inventory records; reviews data from computer-generated reports to determine appropriate stock levels, ordering needs and supply room activity; makes determinations regarding disposal of obsolete items; selects vendors/suppliers from approved lists, monitors contracts, approves purchases, reviews charges; and contacts vendors/suppliers to resolve problems. Supervisory duties include hiring, training, evaluating, and disciplining Warehouse/Inventory Specialist staff and others who support warehouse and inventory control activities.

## Market Range

### Minimum Hourly Rate

\$19.86

### Midpoint / Hiring Maximum

\$24.31

### Maximum Hourly Rate

\$28.75

## Likely Minimum Qualifications

- High school diploma or GED
- Four years of material handling and inventory control experience in a warehouse or stores operation where a wide variety of materials, fittings, tools, supplies, and equipment are dispensed.
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

## Working Titles

- Inventory Supervisor
- Warehouse Supervisor
- Medical Inventory & Stock Supervisor
- Warehouse/Inventory Supervisor
- Stockroom Supervisor

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.