AUBURN
Human Resources

Supv, Central Supply - Vet Med

Job Description

JOB INFORMATION

Job Code	ED21
Job Description Title	Supv, Central Supply - Vet Med
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Non-Exempt
Approved Date:	10/15/2024 12:55:36 PM

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

JOB SUMMARY

Coordinates and oversees the management of supply inventory and staff. This includes all associated activities in materials management including purchasing materials and supplies, managing inventory counts, and delivery of supply items to the small and large animal hospitals via transfer requests and through the Pyxis medication dispensing cabinets. The position coordinates time sensitive shipments and distribution of mail to appropriate areas.

RESPONSIBILITIES

- Reviews locations daily and place orders with vendors to restock items with low quantities. Utilizes Vetview scanning systems to adjust inventory and ensure products are received and issued accurately. Cycles count warehouse locations and adjust inventory counts for accuracy. Maintains safety stock location to ensure there is a surplus of essential items, protecting against shipping issues or backorders.
- Monitors purchasing care purchases, balance daily, and turn in invoices for audit.
- Coordinates the receiving of incoming products. Coordinates with hospital staff to provide and deliver appropriate supplies for each unit and Pyxis machines. Coordinates the preparation and shipping of Clinical Sciences packaging and distribution of mail from Greene Hall to appropriate areas.
- Coordinates with hospital staff to supply appropriate supplies for each unit and Pyxis machines.
- Supervises, trains, and evaluates full-time employees, including recommending pay, promotion, or other employment decisions.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in equipment/materials purchasing and/or warehouse operations	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of inventory control and financial record management.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Valid Driver's License	Upon Hire	Required	And
Forklift Certification	Forklift certification may be required for specific positions.	Upon Hire	Required	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting				X		
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching				X		
Talking				X		
Hearing				X		
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold				X	
Extreme heat				X	
Humidity				X	
Wet				X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Noise				X	
Hazards				X	
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

Vision Requirements:
Ability to see information in print and/or electronically.