

Class Specifications
for the class:MATERIALS & SUPPLIES SUPERVISOR
SR-15, BU:04Duties Summary:

Supervises a unit engaged in a variety of complex inventory control activities in a hospital or clinic; plans methods and procedures and establishes work flow; recommends changes in policies and procedures; serves as a role model and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished as the full level supervisor who is expected to perform a wide range of supervisory functions where some originating and planning of work are called for, problems are often not covered by standard instructions or established procedures, and there is also frequent requirement for intense work activity.

The incumbent of this position works under the general direction of the Regional Materials Management Director or designee. Supervisory assistance is limited to unusual circumstances.

Examples of Duties: (*Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. The omission of specific duties statements does not preclude management from assigning such duties if such duties are a logical assignment for the position.*)

Plans, coordinates and supervises the daily activities of the unit in a hospital or clinic; assigns and evaluates the work of subordinates; trains and orients staff in more complex work processes and operations; schedules and coordinates unit activities to ensure a smooth working flow; assesses work load, work patterns and work flow to assign appropriate staff; set par levels and monitor supplies to maintain par levels; generate daily inventory reports and audit list of supplies; generate daily inventory reports and audit list of supplies; works with users and vendors to recommend and initiate substitutes as needed; develops and implements changes to improve work performance and quality patient care; works with other departments to continuously improve the customer service experience; understands and maintains infection control procedures; assists in preparing departmental budget; and establishes continuous performance improvement plans.

Knowledge and Abilities Required:

Knowledge of: Principles and practices of supervision; inventory methods and procedures; purchasing and requisitioning procedures; handling and storage requirements of specialized supplies, equipment and materials; the use of software applications; office practices and procedures; infection control procedures; hospital policy and procedures; report writing, and budget preparation.

Ability to: Plan, assign, supervise and review the work of others; interpret and apply rules, regulations and policies; make decisions; develop policies and procedures; communicate effectively orally and in writing; deal tactfully with others; work independently; maintain cooperative working relationships; meet and deal effectively with the vendors and hospital staff; able to prioritize work and be able to be flexible.

This is the first class specifications for the class, MATERIALS & SUPPLIES SUPERVISOR effective March 22, 2024.

DATE APPROVED: March 21, 2024

JUANITA LAUTI
VP & Chief Human Resources Officer