

Polk County Sheriff's Office Job Description
2509 Supply Administrator

February 28, 1994, October 9, 2006 Revised April 3, 2008

Position Concept:

The Supply Administrator oversees the ordering, stocking and issuing of all supplies and equipment utilized by the Polk County Sheriff's Office. The member performs operations and administrative tasks specific to the position.

The most important and essential job function of the position is attitude which includes the following: interacting positively and cooperating with co-workers, responding politely to customers, working as a team member, functioning under intense time pressure and responding in a positive manner to supervision.

The Supply Administrator may perform other related duties and tasks, as required and shall have the physical, mental and emotional abilities to perform the essential job duties of the position.

Essential Functions:

- Supervise subordinates
- Participate in staff meetings
- Prepare annual section budget
- Order supplies
- Update standard catalog/bid information
- Contact vendors
- Maintain fixed assets/annual inventory
- Receive items from property/evidence
- Dispose of worn and obsolete equipment
- Maintain radios

Education, Professional Certification or License:

- Two (2) year Associate's degree from an accredited college or university
- Completion of *CJSTC-approved, 40 hour middle management course
- Course work related to warehouse operations or inventory control is preferred

Professional Experience:

- Minimum of four (4) years experience working in warehousing, inventory control or related field, one of which must have been at a supervisory level
- Demonstrated proficiency of keyboarding 35 wpm with no more than 5 errors

Status: Civilian Sworn Certified

Blood and Viral Pathogen Risk: Minimal Risk Foreseeable Risk

Environmental Conditions:

- Work may involve heavy lifting
- Works primarily in a warehouse environment

Required Skills and Knowledge:

Knowledge of:

- PCSO policy and procedures
- Budget analyses
- Resources
- Vendors
- Appropriate forms
- Filing system
- Purchasing procedures
- Office supplies
- Property/evidence procedures
- Florida State Statutes
- Radio vendors
- Contractors' repair procedures
- Locations of all PCSO facilities

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Ability to:

- Read and write English
- Operate a motor vehicle

- Operate office equipment

Skills:

- Scheduling
- Telephone
- Basic mathematical
- Keyboarding

- Supervisory
- Interpersonal
- Computer
- Organizational

Physical Requirements:

- Lift 25 lbs.
- Walk
- Sit for long periods
- Stand for long periods
- See at a normal range or with accommodation
- Hear at a normal range or with accommodation
- Speak English understandably
- Manual dexterity
- Ambulate independently

*CJSTC: Criminal Justice Standards Training Commission