

CLASS TITLE: ASSISTANT CHIEF DISTRIBUTION OFFICER

Class Code: 02671600
Pay Grade: 28A
EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting in the administration and supervision of the service functions of the state's central warehouse facilities; as assigned, to be responsible for specific aspects and programs of the central warehouse and distribution unit; also to be responsible for assisting in the same manner the acquisition and distribution of Federal Surplus Property made available by the General Services Administration; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement; work is reviewed for results obtained and for conformance to established policies and procedures.

SUPERVISION EXERCISED: Supervises and reviews the work of technical and clerical subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting in the administrating and supervision of the service functions of the state' central warehouse facilities including the reception, inspection, storage, inventory and distribution of food, household, stationery and other items.

As assigned, to be responsible for specific aspects and programs of the central warehouse and distribution unit.

To study various problems and programs of the unit and to make recommendations for needed changes and improvements.

To assist in the maintenance of records regarding the reception, inspection, storage, inventory and distribution of a wide variety of items.

To assist in the administration of a statewide program of food distribution for the school lunch program and to organizations eligible for federal surplus food programs.

To assist in the responsibility for the administration of a statewide program of Federal Surplus Property distribution.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the principles, practices and procedures in the reception, inspection, storage, inventory and distribution of food, household, stationery and other item; the ability to assist in the administration of the functions of a central warehouse facility; the ability to supervise subordinates engaged in warehouse and distribution work; the ability to administer specific programs of the central warehouse and distribution work; the ability to administer specific programs of the central warehouse and distribution unit; the ability to study problems and to prepare recommendations for improvements; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Business Administration; and

Experience: Such as may have been gained through: public or private employment in a responsible capacity in warehousing and distribution.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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