

EDITED KSAPC LISTING

CLASSIFICATION: WAREHOUSE MANAGER I and II, CF

NOTE: Each position within this classification may perform some or all of these KSAPCs.

KSAPC Statements	
Knowledge of:	
K1.	Comprehensive knowledge of modern warehousing practices and procedures, including storing, receiving, shipping and inventory records etc. in order to appropriately oversee the institutional warehouse and to provide guidance to subordinate staff.
K2.	Comprehensive knowledge of state requisitioning and purchasing guidelines to meet the needs of the institution.
K3.	Comprehensive knowledge of the inventory process and quality control to maintain sufficient institution supply levels.
K4.	Comprehensive knowledge of the operation of motorized material handling equipment to maintain a healthy and safe work environment.
K5.	Comprehensive knowledge of principles and practices of supervision in order to direct/train subordinate staff in daily operations of the warehouse, clothing, etc.
K6.	Comprehensive knowledge of supervisor's role in the Department's Equal Employment Opportunity (EEO) programs and objectives in order to ensure a work environment free of discrimination and harassment.
K7.	Comprehensive knowledge of inmate supervision in order to maintain the safety and security of the institution.
K8.	Advanced knowledge of methods of packing shipping a wide variety of commodities.
K9.	Advanced knowledge of inventory control and statistical forecasting techniques.
K10.	Comprehensive knowledge of work standards development.
K11.	Comprehensive knowledge of cost-centered warehousing techniques.
K12.	Advanced knowledge of proper methods of storing supplies requiring both normal and special storekeeping practices.
K13.	Comprehensive knowledge of principles of personnel management and supervision.
K14.	Comprehensive knowledge of principles of governmental budgeting.

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KSAPC Statements	
Ability to:	
A1.	Ability to effectively communicate orally and in writing in order to provide accurate instruction and direction.
A2.	Ability to safely perform heavy physical labor in order to complete work activities.
A3.	Ability to procure materials, supplies and equipment based on past/projected usage to meet the needs of the institution.
A4.	Ability to analyze situations accurately in order to determine, recommend and implement effective and appropriate course of action.
A5.	Ability to effectively supervise the work of subordinate staff to ensure the appropriate completion of tasks and to achieve goals and objectives of the warehouse, clothing, etc.
A6.	Ability to effectively contribute to the Department's EEO objectives in order to ensure a discrimination and harassment free work environment.
A7.	Ability to effectively train subordinate staff in the implementation of departmental policies and procedures regarding inmate work incentive program and security.
A8.	Ability to determine whether incoming supplies meet the standards as defined in the Office of Procurement and agency specifications.
A9.	Ability to plan and direct the work of others.
A10.	Ability to interact effectively with those contacted in the course of business.
A11.	Ability to direct the work of a group of assistants.
A12.	Ability to develop a storekeeping activity budget.
A13.	Ability to estimate possible future demands of various supplies based upon past needs.
A14.	Ability to speak and write effectively.
A15.	Ability to analyze situations accurately and take effective action.