# Job Specification

**Job Title:** Supply Manager  
**BCAT Code:** 09TX17  
**Pay Grade:** G13  
**FLSA Status:** Non-Exempt  
**Effective Date:** April 1, 2007  
**Revision Date:** July 1, 2013

## General Description
Supervises the University’s storage facilities, ensuring that materials and equipment are available when needed.

## Examples of Duties
- Determines the inventory set points for items maintained in inventory.
- Processes requests for supplies and equipment.
- Maintains the physical inventory.
- Assists in receiving, inspecting, and processing materials purchased by the University.
- Maintains records of the stock levels.
- Performs regular administrative duties, such as preparing reports, annual budgets, hiring, personnel, etc.
- Completes daily inventory reports and other reports as needed.
- Performs other related duties as assigned.

## Knowledge, Skills and Abilities
- Knowledge of State of Georgia and/or University System of Georgia (USG) guidelines for the purchase and maintenance of supplies and equipment.
- Ability to lift up to 50 lbs.
- Ability to supervise others.
- Ability to operate a computerized inventory tracking system.

## Minimum GSU Hiring Standards
High school diploma or GED and two years supervisory experience in a warehouse or storeroom; or a combination of education and related experience. Experience with a computerized inventory tracking system required. A valid Georgia driver’s license is required.

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*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*