

## **POSITION: SUPPLY SUPERVISOR**

### **BASIC FUNCTION OF POSITION**

Supervises operations of the P&I section. Responsible for the expendable and non-expendable property of the Embassy and associated agencies. The range of supplies and property maintained varies from household, office furniture and appliances to maintenance supplies, building materials and fuel.

### **MAJOR DUTIES AND RESPONSIBILITIES**

Supervises 10 FSNS and coordinates/directs residential cleaning and tailoring contractors. Directs receipt, storage, and issuance of expendable supplies and non-expendable property and operates stockrooms and warehouses. Directs furniture and housing set-up for the official residences (CMR & DCR) and other officers' residences. The range of supplies and property maintained includes household and office furniture, appliances, maintenance and building materials, and fuel. Reconciles and/or approves reconciliation of property records and inventory expendable and non-expendable supply counts using WebPass or ILMS software. Determines the need for and recommends re-upholstery and repair of furniture or replacement of carpets and drapes within residential properties. Determines when furniture and equipment should be retired and makes recommendations for retirement. Arranges for and directs sales of discarded or retired furniture. Establishes reorder points for expendable and non-expendable supplies, office furniture, and equipment....(60%)

Recommends annual budget estimates for the replacement of items, including household furnishings - carpets, drapes, and upholstery coverings. Submits End of Year procurement list to FMO and Procurement. Consults with other agencies on their furnishing needs and entitlements. ... (20%)

Prepares correspondence and reports on matters of supply. Submits Annual Inventory and Property Management Report and Quarterly Report of Capitalized Property directly to A/LM/PMP/BM/PM and Official Residence Inventory Report (CMR/DCR) to OBO/PE/IF/PM. Corresponds with OBO/PE/IF/PM on supplies ordering and with other DOS agencies on furniture/furnishings, and representational items for Post's Official Residences.... (20%)