



## Southern Nevada Health District Central Supply Assistant

<b>CLASS CODE</b>	1281	<b>SALARY</b>	\$24.62 - \$34.36 Hourly
<b>ESTABLISHED DATE</b>	March 30, 2025	<b>REVISION DATE</b>	March 30, 2025

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### JOB DEFINITION

To order, receive, distribute, inventory and maintain appropriate controls for supplies and equipment. Perform a variety of duties involving the processing, receiving and distributing of mail and coordinate the duplicating and print functions within the District.

### Supervision Received and Exercised

- Receives general supervision from Facilities Services Manager.
- May exercise functional and/or technical supervision over lower-level staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

*This job description lists examples of essential duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Order all supplies and equipment for Divisions.
- Receive deliveries, verify shipments and receive into system for all District locations; prepare daily reports for accounting.
- Receive requisitions and print requests, fill orders and distribute orders to appropriate clinic or area.
- Resolve purchase orders and delivery discrepancies; research invoice and statement discrepancies, contact and resolve problems with vendors.
- Maintain inventory for assigned equipment and supplies including postage meter.
- Arrange for service on equipment when needed.
- Set appropriate PAR levels for medical, mail room and print shop supplies.
- Conduct supply inventory as often as necessary; audit medical inventory on an annual basis; assure accuracy of records of stock on hand.
- Research market sources and suppliers to locate and ensure the most cost effective and competitive pricing for the purchase of equipment and supplies.
- Assist in budget preparation as relates to inventory by forecasting equipment, materials and supply needs.
- Plan and manage the disposition and disposal of expired supplies.
- Assist with District shipping and handling needs.
- Prepare a variety of reports; gather statistical data.

- Perform a variety of general clerical duties, including typing, filing and data input.
- May arrange for shipping and handling of infectious and hazardous samples.
- Perform related duties and responsibilities as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education and Training:**

- Equivalent to completion of the twelfth grade.

### **Experience:**

- One year of inventory or supply clerk experience (preferably medical), mailroom and duplicating machines and related equipment.

### **License or Certificate**

- Possession of or ability to obtain an appropriate valid Nevada Drivers' license.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

### **Knowledge of:**

- Principles and practices of general and medical supply purchasing.
- Medical terminology.
- Modern office procedures, methods and computer equipment.
- Methods and procedures of taking inventory.
- Principles and procedures of record keeping.
- Basic arithmetic.
- Postal system policies, procedures, laws and regulations.
- Methods and procedures of tracking shipments processing bulk mailings.
- Bioterrorism precautions for opening mail; bomb detection procedures and related postal guidelines.
- Procedures and methods of photocopying documents. Print shop related equipment including a cutter, collator, binder, drill, padding machine, and laminator.
- Printing and desktop publishing software systems.
- Safe work practices.

### **Skill and Ability to:**

- Maintain supply inventories.
- Order supplies as needed.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate office machines, including a computer.
- Read and understand technical forms, receipts and written instructions.
- Organize and manage multiple tasks.
- Proof documents and recognize errors.
- Work independently in the absence of supervision.

## **CORE COMPETENCIES**

- **C**ommitment: Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **A**ccountability: Fulfill responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **R**espect: Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **E**xcellence: Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **S**ervice: Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

### **Working Conditions**

- Lifting heavy objects up to 50 pounds
- Standing and walking for extended periods of time
- Traveling to various sites
- Constant machine noise

## **ADDITIONAL JOB DETAILS & INFORMATION**

- FLSA Status: Non-Exempt
- Bargaining Unit: Eligible
- Pay Assignment: Schedule 16
- Supervisory Classification: No
- EEO-4 Category: Service-Maintenance

*All required licenses must be maintained in an active status without suspension or revocation throughout employment.*

*Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification, or to perform administrative or operational support duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. New employees must complete assigned FEMA Incident Command System training courses as a condition of continued employment within six (6) months from date of hire.*

*SNHD is an equal employment opportunity employer. Applicants will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*