

QUARTERMASTER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the procurement and internal management of supplies, materials, and equipment for the Ulster County Sheriff's Office. The employee executes the purchases, storage, inventory, and distribution of materials. Coordination with the Sheriff's Fiscal department, and appropriate division heads is necessary to establishing and carrying out these responsibilities. Work is performed under the general direction of higher-level administrative personnel of the Sheriff's Office assigned to oversee all warehouse related functions. The ability to exercise independent judgment and to perform related work is necessary. Employees are required to move stock with an average weight of approximately fifty (50) pounds. Supervision is not normally a function of this class. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Coordinates incoming and outgoing shipments, which may include large orders or large pieces of equipment/use of the loading dock;

Inventories all receivables and provides attached paperwork/invoices to various divisions within the Sheriff's Office;

Ensures compliance with purchasing policies and procedures;

Provides inventory reports to management as requested;

Contacts vendors to resolve shipping/receiving issues;

Maintains inventory information files and records ensuring the availability of documentation and compliance with established policies;

Participates in professional development opportunities in order to support the function of the position;

May perform other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of inventory practices and procedures; working knowledge of purchase/ requisition procedures; ability to understand written materials and software pertaining to inventory and warehouse control; ability to make arithmetic computations involved in inventory record keeping and control quickly and accurately; ability to compose simple correspondence; ability to deal effectively and get along with personnel at all levels of an organization; thoroughness; honesty; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's Degree and one (1) year of full-time paid or its part-time equivalent experience in inventory control, warehouse operations, or in a similar position in the inventory/purchasing field; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid or its part-time equivalent experience in inventory control, warehouse operations, or in a similar position in the inventory/purchasing field; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

ULSTER COUNTY
5309 QTR MSTR
Classification: Competitive
Union: UCSEA

Adopted: February 2, 2026