

HIDALGO COUNTY SHERIFF'S OFFICE

COMMISSARY SUPERVISOR

GENERAL DESCRIPTION

Plan, direct, supervise, and perform a variety of functions comprising of commissary operational activities. Supervises corrections services to inmates involving the sale and distribution of commissary items, indigent welfare items, recreational and rehabilitation supplies to inmates detained at the Hidalgo County Jail. Will supervise all staff members in the commissary and others that have been placed in his/her charge.

EXAMPLES OF WORK PERFORMED

Manages all activities and functions of a commissary store to include the full range of managerial and supervisory responsibilities

Develops and implements local commissary management policies and procedures

Analyzes a variety of management reports to determine efficiency of operations and initiates action to correct deficiencies.

Assist general public with any qualifications regarding the inmate's commissary system, as well as respond to inmate request forms

Instruct both staff and inmates regarding purchase procedures involving the inmate commissary system

Supervise the inventory, storage and control of products purchased for resale

Manage data records concerning the purchase of said items from vendors and items bought by inmates through the commissary system

Will be required to produce monthly inventory reports, reconcile accounts, and produce monthly sales tax report to internal auditors

Prepares all necessary tasks to conduct an annual inventory

Oversees and trains clerks in all procedural aspects of the commissary

Maintain records of all incidents and activities during the shift

Will supervise all personnel that have been placed in his/her charge

Will ensure that subordinate personnel in his/her charge carry out day to day duties as defined by job description, level of responsibilities; department goals, and applicable federal and state laws

Shall report both orally and in written form, poor job performance, violations of department policy, and violations of federal and state laws involving and subordinate or officer of same of higher rank, through established chain of command

Will apply corrective written and verbal counseling procedures when appropriate

Cross-trains employees as appropriate to ensure daily back up and coverage of departmental functions

Reviews all vendor contracts and updates contracts for bidding

Accomplishes manufacturing staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures

Assigns duties/shifts to different employees as per their areas of expertise

Review all invoices for appropriate documentation and approval prior to payment

Respond to all vendor inquiries, reconcile vendor statements, research and correct discrepancies

Maintain files and documentation thoroughly and accurately, in accordance with Texas Commission Standards procedures

Performs other duties and special assignments as assigned

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Minimum of four (4) years retail store experience or related.

Supervisory skills preferred

Graduation from a standard high school or equivalent.

Graduation from an accredited four-year college or university with a Bachelor's in Business Administration

Two (2) years of experience may be substituted for up to two (2) years of the required education

Bilingual Preferred (English/Spanish)

Knowledge, Skills, and Abilities

Ability to write clear and concise reports and to maintain complete records as required

Ability to establish and maintain effective working relationships with other county employees, officials, inmates and the public

Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division

Knowledge to maintains safe and clean work environment by educating and directing personnel on the use of all control points, equipment, and resources; maintaining compliance with established policies and procedures

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals

Knowledge to create and revise systems and procedures by analyzing operating practices, record-keeping systems, forms of control, and budgetary and personnel requirements; implementing change

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists

Skill to oversee the receiving, handling, stocking and inventory of product and material within a commissary, including supervising work activities and monitoring work-flow to meet operational goals

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form

Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County

Certificates, Licenses, & Registration

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations