



Pennington County Uniform and Equipment Manager (Non-Exempt B23)

Position Objective:

The Uniform and Equipment Manager is the primary point of contact for all Sheriff's Office inventory control to include: purchasing, tracking, issuing, destruction and sale of supplies, uniforms and equipment. The Uniform and Equipment Manager ensures all inventory procurement is done efficiently and with fiscal consideration.

Essential Functions:

- Requisitioning, issuing and ordering supplies, uniforms and equipment,
- Maintaining computerized inventory control of supplies, equipment and uniforms,
- Working with division supervisors to ensure staff and facilities are properly equipped,
- Entering data from receipts, invoices, purchase orders and other documents,
- Assisting with uniform, equipment, supply and inventory budget processes,
- Assisting with the development and compliance of policies pertaining inventory, equipment and uniforms,
- Maintaining physical control and organization of inventory,
- Adhering to Sheriff's Office policies.
- Performing other duties as assigned.

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED required.
- Working knowledge of law enforcement operations and three years of progressively responsible work involving supply procurement and inventory.
- Possession of or ability to readily obtain a valid South Dakota Driver's License within 90 days of moving to South Dakota.

Working Environment:

The work is typically performed in an office.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.