

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

WAREHOUSE EXAMINER SUPERVISOR

POSITION CODE: 48786  
Effective: 02-01-08

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, plans, directs, and supervises the operations of a regulatory and examination program of grain warehouses, grain dealers and personal property warehouses in the state; serves as liaison for cooperative program activities affiliated with the state; supervises, plans, assigns, and evaluates the work of staff and provides guidance and training to staff engaged in the regulation of the agriculture industry.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises staff, assigns work, approves time off, provides guidance and training; effectively recommends and imposes disciplinary action; adjusts grievances; completes, discusses and signs performance evaluations; establishes annual goals and objectives; counsels staff on problems with productivity, quality of work and conduct; determines staffing needs to achieve program objectives.
2. Directs and supervises a statewide staff conducting grain warehouse and/or grain dealer audits, examinations, and inspections; updates and revises examination handbook and department policy manual; schedules examinations and close-outs; processes warehouse amendments and closeouts; travels as needed to accomplish program goals and objectives.
3. Reviews examination reports; maintains control of memorandums of adjustments issued in conjunction with examinations; identifies problem areas and maintains follow-up; generates billing for exams; maintains financial records of the Illinois Grain Insurance Fund.
4. Explains and interprets department procedures, laws, rules, and regulations; answers correspondence and inquiries relative to the department's programs; establishes and maintains effective public relations with regulated entities; schedules and testifies at hearings of problem licensees.
5. Implements policy for examination program; plans for effective and efficient utilization of program resources; reviews examination procedures for effectiveness and fairness; implements studies of program evaluation; serves as liaison for cooperative program activities affiliated with the state; reviews examinations prior to submission under agreements; correlates reports of quantity discrepancy.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## WAREHOUSE EXAMINER SUPERVISOR (Continued)

### DESIRABLE REQUIREMENTS:

#### Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in fields related to accounting, auditing, business and agriculture.

Requires three years of progressively responsible professional work experience in grain warehouse examination or related field.

#### Knowledges, Skills and Abilities

Requires thorough knowledge of agricultural economics.

Requires thorough knowledge of grain warehouse financial records and reports.

Requires thorough knowledge of the methods and procedures used in the conduct of warehouse examinations.

Requires thorough knowledge of the methods and procedures used in the review of financial records and reports.

Requires thorough knowledge of the rules, regulations, and laws relative to warehouses.

Requires extensive knowledge of accounting practices and principles.

Requires extensive knowledge of the laws, rules, and regulations relative to warehouse acquisitions, bankruptcies and liquidations.

Requires working knowledge of techniques used in developing and implementing training programs.

Requires ability to conduct warehouse examination.

Requires ability to communicate effectively in oral or written form.

Requires ability to establish and maintain satisfactory working relationships with grain dealers, warehouse managers, and other employees.

Requires ability to testify at administrative or judicial proceedings.

May require possession of an appropriate valid drivers' license.