



# TORO Analysis of Storage and Distribution Managers to Procurement Clerks

## INPUT SECTION:

Transfer	Title	O*NET	Filters		
From Title:	Storage and Distribution Managers	11-3071.02	Abilities:	Importance Level: 50	Weight: 1
To Title:	Procurement Clerks	43-3061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:

91

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	94	Level	90	Level	88

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Near Vision	59	6	68	Time Management	69	11	86	Clerical	71	21	75
Oral Comprehension	60	3	81	Writing	64	10	74				
				Active Listening	67	8	79				
				Reading Comprehension	66	7	82				
				Critical Thinking	68	6	74				

LEVEL and IMPT (IMPORTANCE) refer to the Target Procurement Clerks. GAP refers to level difference between Storage and Distribution Managers and Procurement Clerks.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Storage and Distribution Managers	Procurement Clerks	Importance
Oral Comprehension	57	60	81
Oral Expression	57	55	81
Written Comprehension	55	53	78
Written Expression	50	48	72



Problem Sensitivity	51	46	72
Deductive Reasoning	50	50	72
Information Ordering	48	48	72
Speech Clarity	51	41	72
Near Vision	53	59	68
Inductive Reasoning	46	44	62
Speech Recognition	51	42	62
Mathematical Reasoning	41	37	53

Skill Level Comparison - Abilities with importance scores over 69

Description	Storage and Distribution Managers	Procurement Clerks	Importance
Time Management	58	69	86
Reading Comprehension	59	66	82
Speaking	63	63	81
Active Listening	59	67	79
Writing	54	64	74
Critical Thinking	62	68	74
Monitoring	74	70	70

Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Storage and Distribution Managers	Procurement Clerks	Importance
Clerical	50	71	75
Customer and Personal Service	71	60	71

Experience & Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Storage and Distribution Managers	Procurement Clerks	Description	Storage and Distribution Managers	Procurement Clerks
10+ years	7%	0%	Doctoral	0%	0%
8-10 years	19%	0%	Professional Degree	0%	0%
6-8 years	2%	0%	Post-Masters Cert	0%	0%
4-6 years	8%	8%	Master's Degree	0%	0%
2-4 years	58%	26%	Post-Bachelor Cert	0%	0%



1-2 years	0%	52%	Bachelors	38%	12%
6-12 months	2%	6%	AA or Equiv	3%	15%
3-6 months	0%	3%	Some College	13%	11%
1-3 months	0%	0%	Post-Secondary Certificate	0%	27%
0-1 month	0%	2%	High School Diploma or GED	43%	33%
None	0%	0%	No HSD or GED	0%	0%

Storage and Distribution Managers		Procurement Clerks	
<b>Most Common Educational/Training Requirement:</b>			
Work experience in a related occupation		Short-term on-the-job training	
<b>Job Zone Comparison</b>			
3 - Job Zone Three: Medium Preparation Needed		3 - Job Zone Three: Medium Preparation Needed	
<p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p> <p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p> <p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>		<p>Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.</p> <p>Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.</p> <p>Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.</p>	

## Tasks

Storage and Distribution Managers	Procurement Clerks
<p style="text-align: center; margin: 0;">Core Tasks</p> <hr/> <p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>Making Decisions and Solving Problems - Analyzing information and evaluating results to choose the best solution and solve problems.</li> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.</li> </ul>	<p style="text-align: center; margin: 0;">Core Tasks</p> <hr/> <p>Generalized Work Activities:</p> <ul style="list-style-type: none"> <li>Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.</li> <li>Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.</li> <li>Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.</li> <li>Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.</li> <li>Processing Information - Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data.</li> </ul>
<p style="text-align: center; margin: 0;">Specific Tasks</p> <hr/> <p>Occupation Specific Tasks:</p>	<p style="text-align: center; margin: 0;">Specific Tasks</p> <hr/> <p>Occupation Specific Tasks:</p>



- Advise sales and billing departments of transportation charges for customers' accounts.
- Arrange for necessary shipping documentation, and contact customs officials to effect release of shipments.
- Arrange for storage facilities when required.
- Confer with department heads to coordinate warehouse activities, such as production, sales, records control, and purchasing.
- Develop and document standard and emergency operating procedures for receiving, handling, storing, shipping, or salvaging products or materials.
- Develop and implement plans for facility modification or expansion, such as equipment purchase or changes in space allocation or structural design.
- Evaluate freight costs and the inventory costs associated with transit times to ensure that costs are appropriate.
- Evaluate locations for new warehouses and distribution networks to determine their potential usefulness.
- Examine invoices and shipping manifests for conformity to tariff and customs regulations.
- Examine products or materials to estimate quantities or weight and type of container required for storage or transport.
- Inspect physical conditions of warehouses, vehicle fleets and equipment, and order testing, maintenance, repair, or replacement as necessary.
- Interview, select, and train warehouse and supervisory personnel.
- Issue shipping instructions and provide routing information to ensure that delivery times and locations are coordinated.
- Negotiate with carriers, warehouse operators and insurance company representatives for services and preferential rates.
- Participate in setting transportation and service rates.
- Plan, develop, and implement warehouse safety and security programs and activities.
- Prepare and manage departmental budgets.
- Prepare or direct preparation of correspondence, reports, and operations, maintenance, and safety manuals.
- Respond to customers' or shippers' questions and complaints regarding storage and distribution services.
- Review invoices, work orders, consumption reports, and demand forecasts to estimate peak delivery

#### Occupation Specific Tasks:

- Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

#### Detailed Tasks

#### Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards



- periods and to issue work assignments.
- Schedule and monitor air or surface pickup, delivery, or distribution of products or materials.
- Supervise the activities of workers engaged in receiving, storing, testing, and shipping products or materials.
- Track and trace goods while they are en route to their destinations, expediting orders when necessary.

#### Detailed Tasks

#### Detailed Work Activities:

- adhere to safety procedures
- analyze operational or management reports or records
- analyze organizational operating practices or procedures
- answer customer or public inquiries
- arrange delivery schedules
- assign work to staff or employees
- call on customers to solicit new business
- communicate technical information
- conduct or attend staff meetings
- confer with other departmental heads to coordinate activities
- develop maintenance schedules
- develop policies, procedures, methods, or standards
- develop safety regulations
- direct and coordinate activities of workers or staff
- ensure compliance with government regulations
- evaluate information from employment interviews
- evaluate performance of employees or contract personnel
- examine documents for completeness, accuracy, or conformance to standards
- hire, discharge, transfer, or promote workers
- inspect products or systems for regulatory compliance
- inspect property to determine damages
- interview job applicants
- investigate customer complaints
- maintain safe work environment
- measure, weigh, or count products or materials
- monitor facilities or equipment
- negotiate business contracts
- orient new employees
- oversee execution of organizational or program policies
- prepare reports

- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

#### Technology - Examples



- provide customer service
- purchase property management or maintenance equipment or supplies
- resolve customer or public complaints
- schedule air or surface pickup, delivery, or distribution of product
- schedule facility or property maintenance
- schedule work to meet deadlines
- use conflict resolution techniques
- use negotiation techniques
- use oral or written communication techniques
- use weighing or measuring devices in transportation
- write administrative procedures services manual
- write business correspondence

#### Technology - Examples

##### Analytical or scientific software

- Integrated Decision Support Netwise Enterprise
- Integrated Decision Support Netwise Frontline
- QUALCOMM QTRACS
- QUALCOMM ViaWeb

##### Compliance software

- Scanlon Associates LogPak

##### Data base user interface and query software

- Microsoft Access

##### Electronic mail software

- Microsoft Outlook

##### Enterprise resource planning ERP software

- Enterprise resource planning ERP software

##### Graphics or photo imaging software

- Graphics software

##### Inventory management software

- Aljex Inventory
- DSA Foxware Warehouse Management
- International Business Systems software
- Logility Voyager WarehousePRO
- MRA Technologies MRATrack Warehouse Management System

- Sentai Pinpoint

##### Label making software

- ABOL Manifest Systems



### Materials requirements planning logistics and supply chain software

- Cadre Technologies Cadence Warehouse Management System
- Catalyst International CatalystConnect
- IBM i2 Transportation Manager
- Integrated Decision Support Corporation Netwise Supply Chain
- Integrated Decision Support Corporation Swap Advice
- IntelliTrack Warehouse Management System
- Radio Beacon WMS
- RedPrairie DLx Warehouse
- SSA Global Warehouse Management System WMS
- Supply chain event management software
- TECSYS EliteSeries
- TECSYS PointForce Enterprise

### Office suite software

- Microsoft Office

### Presentation software

- Microsoft PowerPoint

### Project management software

- HighJump Software Warehouse Advantage
- Infosite Technologies DM Warehousing
- Sentai WarehouseTrac

### Spreadsheet software

- Spreadsheet software

### Time accounting software

- WorkForce Software EmpCenter Time and Attendance

### Word processing software

- Word processing software

### Tools - Examples

- Barcoding labels
- Barcoding scanners
- Desktop computers
- Digital cameras



- Forklifts
- Wireless communication and satellite positioning tools
- Cell phones
- Laptop computers
- Personal computers
- Personal digital assistants PDA
- Radio frequency handheld terminals
- Radio frequency identification RFID devices
- Global positioning systems GPS

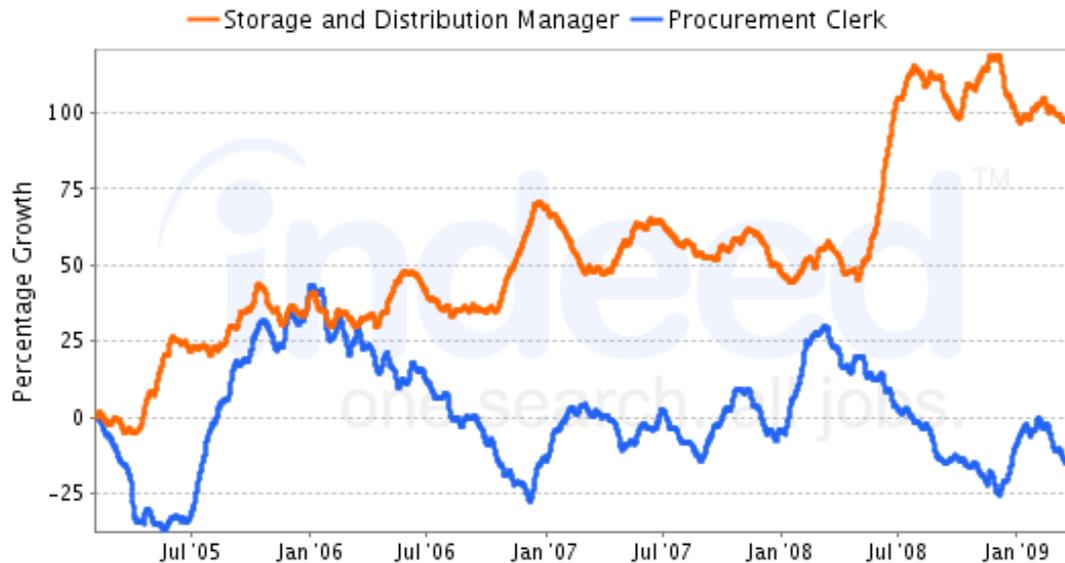
### Labor Market Comparison

Description	Storage and Distribution Managers	Procurement Clerks	Difference
Median Wage	\$ 62,270	\$ 33,300	\$( 28,970)
10th Percentile Wage	\$ 40,840	\$ 22,760	\$( 18,080)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 82,310	\$ 41,460	\$( 40,850)
90th Percentile Wage	\$102,600	\$ 47,510	\$( 55,090)
Mean Wage	\$ 68,620	\$ 33,970	\$( 34,650)
Total Employment - 2007	710	N/A	N/A
Employment Base - 2006	701	251	-450
Projected Employment - 2016	736	247	-489
Projected Job Growth - 2006-2016	5.0 %	-1.6 %	-6.6 %
Projected Annual Openings - 2006-2016	25	5	-20

### National Job Posting Trends

Trend for Storage and Distribution Managers

Trend for  
Procurement  
Clerks

**Job Trends from Indeed.com**Data from [Indeed](http://Indeed.com)**Recommended Programs**

General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

**Maine Statewide Promotion Opportunities for Storage and Distribution Managers**

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
11-3071.02	Storage and Distribution Managers	100	3	710	\$62,270.00	\$0.00	5%	25
41-3031.02	Sales Agents, Financial Services	90	4	0	\$65,230.00	\$2,960.00	5%	33
11-3031.02	Financial Managers, Branch or Department	90	4	2,440	\$67,670.00	\$5,400.00	7%	58
11-2022.00	Sales Managers	89	4	1,310	\$72,720.00	\$10,450.00	3%	32
11-3071.01	Transportation Managers	89	3	710	\$62,270.00	\$0.00	5%	25
11-3041.00	Compensation and Benefits Managers	88	3	200	\$68,560.00	\$6,290.00	2%	5



11-3042.00	Training and Development Managers	88	4	140	\$66,670.00	\$4,400.00	7%	4
11-1021.00	General and Operations Managers	87	4	8,490	\$77,050.00	\$14,780.00	-5%	209
41-3031.01	Sales Agents, Securities and Commodities	87	4	0	\$65,230.00	\$2,960.00	5%	33
11-2031.00	Public Relations Managers	87	4	290	\$71,020.00	\$8,750.00	9%	10
11-3051.00	Industrial Production Managers	86	4	690	\$72,560.00	\$10,290.00	-12%	24
13-2052.00	Personal Financial Advisors	86	3	360	\$94,100.00	\$31,830.00	10%	13
11-2021.00	Marketing Managers	84	4	570	\$74,560.00	\$12,290.00	7%	17
11-3031.01	Treasurers and Controllers	84	5	2,440	\$67,670.00	\$5,400.00	7%	58
11-9032.00	Education Administrators, Elementary and Secondary School	83	5	1,530	\$66,870.00	\$4,600.00	-2%	41

### Top Industries for Procurement Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%
Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%



Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%

### Top Industries for Storage and Distribution Managers

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	8.18%	7,687	7,267	-5.47%
General freight trucking	484100	7.31%	6,875	7,777	13.11%
Warehousing and storage	493100	5.90%	5,551	7,414	33.57%
Management of companies and enterprises	551100	5.66%	5,322	6,135	15.28%
Local government, excluding education and hospitals	939300	4.83%	4,542	5,102	12.34%
Couriers	492100	4.11%	3,862	4,150	7.46%
Grocery and related product wholesalers	424400	3.41%	3,203	3,503	9.35%
Freight transportation arrangement	488500	3.38%	3,180	4,031	26.76%
Specialized freight trucking	484200	2.57%	2,418	2,724	12.64%
Self-employed workers, primary job	000601	2.55%	2,400	2,557	6.54%
Rail transportation	482100	1.86%	1,751	1,507	-13.94%
Scheduled air transportation	481100	1.65%	1,553	1,715	10.41%
State government, excluding education and hospitals	929200	1.52%	1,429	1,402	-1.87%
Professional and commercial equipment and supplies merchant wholesalers	423400	1.13%	1,063	1,239	16.57%
Wholesale electronic markets and agents and brokers	425100	1.12%	1,055	1,197	13.48%