
Auburn University Job Description

Job Title:	Supv, Materials - Dept	Job Family:	No Family
Job Code:	ED21	Grade 31:	\$31,300 - \$52,100
FLSA status:	Non-exempt		

Job Summary

Coordinates and oversees the management of the inventory and staff and all associated activities in materials management for a department including purchasing materials, supplies, and equipment.

Essential Functions

1. Receives requests for inventory and oversees the allocation of required resources into service areas.
2. Monitors and oversees the daily count of physical inventory and materials.
3. Coordinates and oversees the requisitioning and receiving procedures for inventory, non-inventory, and emergency materials for the department.
4. Leads efforts to establish processes, procedures, and controls necessary to maintain a high level of inventory accuracy.
5. Verifies work orders, daily time sheets, and reports and delivers them to the appropriate offices.
6. Oversees the accounting procedures related to the operations and budget, which consists of invoicing, receiving, purchases, payments, inventory control, and various reports.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School	High School Diploma or equivalent
Experience (yrs.)	2	Experience in equipment/materials purchasing and/or warehouse operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of inventory control and financial record management.

Certification or Licensure Requirements

Valid Driver's License required and forklift certification may be required for specific positions.

Physical Requirements/ADA

Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 2/26/2013
