
Auburn University Job Description

Job Title: **Mgr, Scientific Supply**

Job Family: No Family

Job Code: **NC45**

Grade 32: \$35,000 - \$58,400

FLSA status: Exempt

Job Summary

Manage, develop and maintain the day-to-day operations of the Scientific Supply unit.

Essential Functions

1. Oversee the department's physical count inventory, including pricing, stocking, ordering and compiling lists of frequently used supplies and equipment.
2. Maintain and account for department budget.
3. Serve on committees including report preparation and presentations to committees.
4. Accountable for security of cash and equipment.
5. Maintains a safe work environment.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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.)	5	Experience in supply and inventory 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 scientific equipment, purchasing policies, and inventory control procedures.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires walking, sitting, talking, hearing, handling objects with hands, and lifting up to 25 pounds.

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 1/5/2012
