
Auburn University Job Description

Job Title: **Mgr, Materials**

Job Family: No Family

Job Code: **ED06**

Grade FM13 \$40,400 - \$64,600

FLSA status: Exempt

Job Summary

Manages, plans, controls, and organizes the staff and activities of a multi-warehouse operations and the work management department for Auburn University.

Essential Functions

1. Manages purchasing procedures for inventory, non-inventory, and emergency materials for Facilities Division and outside contractors.
2. Directs material management and work management department employees.
3. Participates in various aspects of personnel administration within the department including hiring, termination, grievance proceedings, development of policies and procedures, and coordination of employee training.
4. Performs accounting procedures related to operations and budgets which consists of invoicing, material charges, receiving, purchases, payments, inventory control, balancing of books, and various reports.
5. Verifies work orders, daily time sheets, daily cash and check totals, and delivers them to appropriate office.
6. Serves as chief spokesperson for the Materials Management and Work Management Department and communicates with appropriate personnel orally and/or in writing recommendations for improvement, solutions to problems and work progress.

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.)	4	Experience in equipment/materials purchasing and/or warehouse operations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of higher education and state purchasing policies and guidelines. Knowledge of accounting principles and practices.

Certification or Licensure Requirements

Valid Driver's License

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, talking, hearing, .

Job occasionally requires walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 1/9/2012
