
Auburn University Job Description

Job Title: **Asst Mgr, Materials**

Job Family: No Family

Job Code: **ED07**

Grade FM12 \$38,200 - \$57,300

FLSA status: Non-exempt

Job Summary

Assists the Materials Manager in the management of multiple warehouse staff and all associated activities in materials management and warehouse operations including purchasing materials, supplies, and equipment for various departments of the Facilities Division.

Essential Functions

1. Assists in the direction of the electrical distribution, custodial, material management, and general stockroom employees of the Facilities Division.
2. 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.
3. Assists with accounting procedures related to operations and budget, which consists of invoicing, receiving, purchases, payments, inventory control, frequent account balancing, and various reports.
4. Purchases materials for maintenance, contract, and project work requests; classifies newly purchased inventory.
5. Assists in preparing purchase order requisitions for inventory and non-inventory material.

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.)	3	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

None Required.

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.

Externally imposed deadlines; set or revised on short notice; frequent shifts in priority; numerous interruptions requiring immediate attention; unusual pressure on a daily basis due to accountability for success for major projects or areas of operation.

Job frequently requires .

Job occasionally requires standing, walking, sitting, talking, hearing, .

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

Date: 12/16/2011
