

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1702

TITLE: PROPERTY MANAGEMENT OPERATIONS MANAGER

GRADE: S-25

DEFINITION:

Under direction, serves as material management cost center manager, manages a central warehouse facility that provides County-wide services occupied by multiple county agencies; oversees and/or coordinates the property management operations for multiple programs, i.e., School Aged Child Care (SACC), Park Authority RecPac, and Library Book Redistribution program; manages the County's excess property program; assesses and analyzes logistical requirements for County-wide needs and coordinates logistical support for emergency preparedness and response actions; and performs related work as required.

DISTINGUISHABLE CHARACTERISTICS OF THE CLASS:

The Property Management Operations Manager is distinguishable for the Material Management Supervisor, in that it manages a central warehouse occupied by multiple agencies, manages property management operations for multiple programs and provides logistical support for emergency preparedness program; whereas the Material Management Supervisor supervises the warehouse operations of a single department.

ILLUSTRATIVE DUTIES:

Manages the resources (human capital, facility, and equipment) to efficiently operate the Material Management Division (cost center);
Develops budgetary recommendations for the cost center, collects budget reporting metrics;
Manages a central warehousing facility that provides County-wide receiving, storage, and distribution services;
Supervises warehouse staff to include hiring, disciplining, terminating, training, assigning work, develops job performance standards and performs evaluations;
Coordinates issues of common concern to all warehouse tenants, meets with other department representatives;
Develops procedures for the operations, utilization, safety and security of the warehouse and for multiple programs;
Plans and manages operations for central receiving and distribution center;
Oversees complex logistical operations for multiple programs, i.e., School Aged Child Care (SACC); Park Authority, Libraries;
Manages transportation operations to include library book redistribution, excess property, printed material, archives and other material as needed;
Oversees the County's excess property program; ensures best re-use of excess property,
Oversees storage within the central warehouse to include the consignment stock program,

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Plans and allocates space among tenants in order to maximize resources and efficiently utilize space;

Plans for emergency storage requirements and directs multi-functional team response to emergency situations;

Coordinates logistical support for emergency preparedness and response actions;

Serves as department Property Manager for accountable equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of mission, goals, and objectives of the organizational unit;

Considerable Knowledge of material management principles, laws, methods and procedures;

Knowledge of warehousing and logistical practices;

Working knowledge of accounting practices as applied to inventory and storage;

Ability to plan and supervise the work of a staff;

Ability to gather and analyze data; prepare clear and concise reports;

Ability to speak and write effectively;

Ability to lead assigned employees, including delegating and reviewing work assignments, providing coaching and guidance, monitoring and evaluating performance, and supporting training and development planning;

PROPOSED DPSM EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to

Graduation from an accredited four-year college or university PLUS four years of inventory, purchasing or accounts payable experience including two years of experience operating and managing a warehouse or distribution center/function.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter.

Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

RETITLED: February 14, 2011

REVISED: April 16, 2002