

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1711 **TITLE:** MATERIAL MANAGEMENT SUPERVISOR **GRADE:** S-20

DEFINITION:

Under general supervision, directs the management of warehouse operations of a central receiving and county-wide distribution center; performs complex inventory control, complex purchasing, and accounts payable functions; manages contracts; coordinates activities with other agencies in the supply system; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Material Management Supervisor is distinguishable from the Material Management Specialist III in that it directs the management of warehouse operations of a county-wide redistribution center and/or manages a complex inventory account requiring complex transactions and supervises warehouse staff; whereas the Material Management Specialist III assists with the supervision of warehouse/storeroom operations and procures/purchases non-standard parts, material and supplies and is responsible for moderately complex inventory accounts.

ILLUSTRATIVE DUTIES:

Plans and supervises the development of plans, for storage of supplies and equipment for large facility with multiple loading/receiving docks that supports central receiving for county wide distribution;

Supervises staff in warehouse operations;

Determines delivery schedule and routing;

Directs the preparation and maintenance of supply transaction documents for the receipt, storage and shipment of supplies and equipment;

Ensures that receiving reports are properly executed and processed and takes follow-up action on shortages, overages and damaged goods;

Supervises the receipt, storage and delivery of supplies and equipment;

Manages, audits and analyzes complex inventory system;

Determines most economical source of materials and/or supplies;

Interviews vendors and reviews contracts and catalogs to identify sources;

Purchases materials, services and/or supplies in order to maintain supply levels and sets automated controls;

Analyzes and reviews purchase requests and material requirements;

Selects appropriate purchasing methods and utilizes purchasing applications i.e., procurement cards, vendor online catalog and state contracts to generate orders;

Develops complex specifications and statements of work;

Assists with the development of Information for Bids (IFBs) and Requests for Proposals (RFPs);

Reviews and evaluates bids/proposals and makes recommendations contract awards;

Manages contracts and monitors vendor performance;

Serves as Department Property Manager for accountable equipment;

Establishes work schedules and daily tasks for assigned personnel;

Trains subordinates and develops procedures for complex inventory management system, procurement and accounts payable;

Oversees operating condition and procedures for assigned vehicles and materials handling equipment.

Prepares productivity reports and statistics based on information gathered from variety of sources;

Compiles data using word processing and spreadsheet applications.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of warehouse practices and procedures;

Knowledge of the methods and practices of inventory control, purchasing and accounts payable;

Ability to keep accurate records;

Ability to supervise subordinate personnel;

Ability to manage and coordinate multiple activities;

Ability to analyze complex data and problem solve;

Ability to manage inventory;

Strength and dexterity necessary to perform all required tasks including lifting, stooping, bending and working in tiring and uncomfortable positions;

Ability to operate a motor vehicle;

Ability to follow oral and written instructions;

Ability to compare and analyze costs and specs.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:

Graduation from an accredited four year college or university with a degree in finance, accounting or related field PLUS

Three years inventory, purchasing or accounts payable experience using an automated system including two years supervisory experience.

CERTIFICATES AND LICENSES REQUIRED:

Valid Driver's License

NECESSARY SPECIAL REQUIREMENTS:

Certain positions within this class may be subject to criminal history record checks as a condition of hiring as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check to the appropriate agency.

ESTABLISHED: February 14, 2011