

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1715

TITLE: MATERIAL MANAGEMENT SPECIALIST III

GRADE: S-17

DEFINITION:

Under general supervision, assists with the supervision of warehouse/storeroom operations and/or is responsible for moderately complex inventory accounts; purchases non-standard parts, materials and equipment requiring the development of specifications; monitors and evaluates vendor performance; and performs related work as required;

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Materials Management Specialist III is distinguishable from the Materials Management Specialist II in that it procures/purchases non-standard parts, material and supplies which requires more in depth research and the development of specifications and is responsible for moderately complex inventory accounts; whereas the Materials Management Specialist II performs lead work monitoring the daily operations of a parts storeroom, and/or performs routine purchasing and inventory responsibilities that include interface with procurement and financial systems.

The Materials Management Supervisor is distinguishable from the Material Management Specialist III, in that it directs the management of warehouse operations and performs complex inventory control and complex purchasing functions.

ILLUSTRATIVE DUTIES:

Assists with the supervision of warehouse/storeroom operations;
Supervises the receiving, storage and issuance of supplies and equipment;
Investigates and resolves inventory discrepancies and makes proper adjustments in inventory management application;
Serves as Department Property Manager for accountable equipment;
Plans and monitors staging areas;
Audits and analyzes inventory to ensure availability and to minimize cost;
Identifies surplus and obsolete items, arranges for disposal or coordinates surplus sales;
Places orders for stock/supply replenishment;
Researches and develops specifications and standards for the procurement of non-standard equipment, parts, materials and services and ensures that such items meet or exceed established specifications;
Determines most economical supply source and selects the appropriate procurement/purchasing method;
Utilizes purchasing application software, procurement cards, vendor online catalog and state contracts to generate purchase orders;
Contacts vendors to expedite and coordinate deliveries and resolve discrepancies;
Plans delivery schedule and routing;
Processes invoices for payment and enters invoices in Accounts Payable application software;
Researches and/or solicits vendor prices and availability quotes;

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Reviews relevant purchasing contracts and participates in the review of bids and recommendations for contract awards and changes;
Evaluates and monitors vendor contract performance and resolves problems with vendor;
Manages contracts and reports discrepancies with Department of Purchasing and Supply Management;
Develops specifications and assist with IFB process;
Maintains detailed purchasing, receiving and issue records using FOCUS;
Develops inventory management, purchasing and warehouse/storeroom procedures;
Trains subordinates of standard purchasing, inventory procedures and warehouse safety procedures;
May provide limited supervision of warehouse staff;
Coordinates maintenance and repair of vehicles, equipment and facility;
May be required to operate a vehicle for making deliveries of supplies or equipment.

REQUIRED KNOWLEDGE, SKILLS and ABILITIES:

Knowledge of supply procedures and requirements;
Knowledge of procurement methods and procedures;
Knowledge of purchasing contract practices and procedures;
Ability to develop supply requirements;
Ability to compare and analyze costs and specifications;
Ability to prepare technical specifications and to analyze and evaluate bids;
Ability to use sound judgment in making decisions;
Ability to communicate in writing and orally;
Ability to operate a personal computer and an automated purchasing/inventory management system;
Ability to work with and evaluate the effectiveness of purchasing contracts;
Ability to establish and maintain effective interpersonal relationships;
Ability to perform tasks which include lifting, stooping, bending, and working in tiring and uncomfortable positions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to:
High school graduation or a G.E.D. issued by a state department of education, PLUS Four years inventory, purchasing, accounts payable or material storage operations experience, including;
One year of supervisory experience if the position is supervisory in nature, OR Supervisory Competency Certification within one year of selection.

CERTIFICATES AND LICENSES REQUIRED:

Must be able to obtain Forklift Safety Training Certificate within 6-mos of hire date.
Some positions in this class may be required to possess a valid driver's license

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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