

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1717 **TITLE:** MATERIAL MANAGEMENT SPECIALIST I **GRADE:** S-14

**DEFINITION:**

Under general supervision, performs routine purchasing and inventory responsibilities; participating in warehouse operations and/or and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Materials Management Specialist I performs routine purchasing and inventory responsibilities that include interface with procurement and financial systems. The Materials Management Specialist I is distinguishable from the Material Management Assistant in that it performs entry level work assisting with warehouse operations i.e., unloading/loading supplies, issuing and receiving supplies and performing physical inventory.

The Materials Management Specialist II is distinguishable from the Materials Management Specialist I 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.

**ILLUSTRATIVE DUTIES:**

Monitors receiving, storage and issuance of supplies and equipment (small accounts);  
Serves as Department Property Manager for accountable equipment;  
Plans and monitors staging areas;  
Audits and analyzes inventory to ensure availability and to minimize cost;  
Performs inventory cycle counts and spots checks to ensure inventory accuracy;  
Places orders for stock/supply replenishment and sets automated controls;  
Utilizes purchasing application software, procurement cards, and vendor online catalog to generate purchase orders;  
Contacts vendors to expedite and coordinate deliveries and resolve discrepancies;  
Plans delivery schedule and routing;  
Enters invoices in Accounts Payable application software;  
Researches and/or solicits vendor prices and availability quotes;  
Monitors vendor contract performance and reports discrepancies to supervisor;  
Maintains detailed purchasing, receiving and issue records using automated procurement system;  
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.

**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 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 all required tasks including 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; AND Two years of experience procuring or issuing and receiving equipment or performing accounts payable functions.

**CERTIFICATES AND LICENSES REQUIRED:**

Possession of a valid Motor Vehicle Driver's License.  
May be required to provide copies of driving record periodically for verification of driving status.  
Must be able to obtain Forklift Safety Training Certificate within 6-mos of hire date.

**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