



Job Title: Materials Management Director

CLASSIFICATION DESCRIPTION

Department: Accounting Services

Pay Grade: 114

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position plans, organizes, and manages the purchasing and asset management operations of the College; oversees the operational functions and staff associated with Purchasing, PCards, Auxiliary Services, Asset Management, and Inventory Control; maintains consistency of SPC policy/procedure and compliance with state and federal statutes, as well as other regulatory rules associated with Government Procurement and Grant Funded purchases. Duties may include directing procurement and asset management operations; approving procurement requisitions and check requests; submitting contractor bid information to the Board of Trustees; developing and managing a budget; supervising assigned staff; developing and implementing Department procedures; recommending policy changes; preparing financial and statistical reports; and performing the duties of assigned employees.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Develops and implements procurement and asset management policies and procedures; manages Department operations; and ensures compliance with applicable federal, state, and local laws, rules, regulations, and policies
- Reviews specifications; determines the appropriate method of solicitation per guidelines; identifies potential vendors and answers inquiries; develops bids and proposals; coordinates responses and conducts interviews/collects scoring matrixes for final potential vendors; determines award; conducts negotiations and approves purchase orders; and submits contractor bid information to the Board of Trustees.
- Discusses, determines, and executes the purchasing needs best suited for the institution based on budget availability, funding source and/or controlling procurement rules/regulations; resolves issues that may arise; approves all check requests and purchase orders within line of authority; and consults with departments on various purchases. Works with upper management and General Counsel on the review, modifications, and final approval of long-term contracts, College-wide equipment leases and other service-related agreements; reviews, compares, and interprets contract,

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proposal and pricing documents for issues, deliverable details, content, and payment structure; and reviews supporting documents for consistency and determines if additional files are required to meet related grant, state, or federal guidelines.

- Assists with development of related training and manuals.
- Acts as a liaison between financial system end-users and technical staff to trouble shoot and correct various issues with-in the related systems.
- Directs staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
- Develops and manages a budget for procurement; prepares cost estimates for budget recommendations; submits justifications for budget items; and monitors and controls expenditures.
- Monitors the PCards program; provides guidance to others on program; and troubleshoots related complex issues such as fraud, missing information, final payment and technical issues.
- Executes and manages corresponding contracts and leases for various campus support services such as bookstores, food service, vending, student/staff printing, and other revenue generating/support operations; periodically reviews quality of services with applicable parties; and addresses complaints and devises course of action.
- Prepares and reviews a variety of financial and statistical records and reports.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in business, accounting, insurance, or a related field; five (5) years of related work experience in purchasing or asset management including at least two (2) years supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Managerial principles and practices;
- Procurement and asset management procedures;
- Policy and procedure development practices;
- Customer service principles;
- Contract negotiation techniques;
- Contract management;
- Budgeting principles;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Data management techniques;
- Financial reports; and
- Computers and related software applications.

Skills in:

- Managing budgets;
- Providing customer service;
- Negotiating contracts;
- Managing and reviewing inventory records;
- Preparing financial and statistical reports;
- Using a computer and related software applications; and

- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Monitor and evaluate employees;
- Prioritize and assign work;
- Interpret and apply federal, state, and local laws and regulations; and
- Develop, evaluate, recommend, and implement processes and procedures.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

N/A.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	X
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.		Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	X
Handling – picking, holding, or working with whole hand.		Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	X	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	X
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	

Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	X	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights, weekends, and holidays. Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, work space restrictions, and intense noises.

This position requires regular and reliable attendance and the employee’s physical presence at the workplace.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.