



**Job Title: Materials Management Manager**

## **CLASSIFICATION DESCRIPTION**

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**Department: Purchasing**

**Pay Grade: 111**

**FLSA Status: Exempt**

**Remote Work Eligible: No**

### **JOB SUMMARY**

This position manages assigned purchasing functions/operations and supervises assigned staff. Responsibilities may include: preparing technical specifications and determining order quantity; finalizing bids and issuing invitations to bid for College contracts; determining merchandise and stock levels; negotiating and purchasing supplies; recommending and implementing purchasing and operational policies and procedures; providing input into the development of a budget; and performing the duties of assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Manages and oversees 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.
- Recommends and implements purchasing and operational policies and procedures; ensures that applicable federal, state, and local laws, rules, regulations, laws, and policies are complied with.
- Develops and implements technical specifications; determines merchandise and stock levels; and orders applicable quantity.
- Issues invitations to bid for College contracts; communicates final bid decisions; negotiates and approves contracts; and monitors the activities of contractors.
- Prepares and administers budgets; responds to budget requests; submits justifications for budget items; and monitors and controls expenditures.
- Prepares and maintains a variety of operational and financial records and reports; updates and maintains applicable databases.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Prepared: February 2023

Bachelor's degree in business, accounting, insurance, or a related field; three (3) years of related work experience in purchasing or risk management; 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:

- Supervisory principles;
- Materials 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;
- Recordkeeping principles; and
- Computers and related software applications.

Skills in:

- Developing, evaluating, recommending, and implementing processes and procedures;
- Managing budgets;
- Providing customer service;
- Negotiating contracts;
- Managing and reviewing inventory records and related databases;
- 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; and
- Interpret and apply federal, state, and local laws and regulations.

**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)

<b>Physical Activities</b>		<b>Physical Activities</b>	
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.	<b>X</b>

Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
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.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
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.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
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.	<u>X</u>
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.	<u>X</u>	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.	<u>X</u>

## **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 and weekends.

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

May be subjected to fumes, odors, dusts, gases, extreme temperatures, work space restrictions, and intense noise.

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.**