



<b>Job Title: Senior Materials Management Specialist</b>
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## **CLASSIFICATION DESCRIPTION**

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**Department: Asset Management**

**Pay Grade: 105**

**FLSA Status: Non-exempt**

**Remote Work Eligible: No**

### **JOB SUMMARY**

This position coordinates complete materials or purchasing processes. Responsibilities may include: providing work direction to staff; recommending and implementing new procedures; receiving, inspecting and distributing purchased items and materials; coordinating and providing courier services; preparing and issuing formal competitive solicitations; providing training on purchasing processes; updating asset location and/or ownership in asset management databases; ensuring correct general ledger codes are used for tangible assets; retiring assets in asset management databases; reviewing documentation for appropriate authorizing; maintaining and updating purchasing procedures; and performing the duties of assigned employees.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates the movement, stocking, purchasing, delivery, and disposal of equipment, supplies, and related inventory, which includes: coordinating the donation of excess equipment/supplies; overseeing and coordinating courier services; coordinating moves of equipment, supplies, or furniture; ensuring correct general ledger codes are used for tangible assets; retiring assets in asset management databases; and performing related duties.
- Prioritizes and assigns work to assigned staff; monitors the performance of that staff; and trains staff on work methods and procedures.
- Performs purchasing duties, which includes: requesting quotations; preparing and issuing formal competitive solicitations; issuing purchase orders; and performing related duties.
- Verifies GLs before purchases; creates inventory file; scans asset bar codes; produces reports; identifies missing items; maintains records during life of asset; takes physical inventory; and retires assets after proper disposal.
- Performs reconciliations between General Ledger and the Asset Management module on a daily and weekly basis as new assets are added to, or old assets are retired from the database.

- Receives, unloads, tracks, and organizes shipments and mail; operates and inspects applicable equipment; and maintains the cleanliness of the warehouse.
- Prepares, maintains, and reviews a variety of operational records, reports, and inventory databases.
- Recommends and implements new processes and procedures as necessary.
- Sets up student wire transfers; sets-up back up for the Lumens/Student Cash/Student Finance Interface processes done daily in PS.
- Runs the daily interface processes for the Procurement Card charges made by cardholders in PS.
- Updates color printing file giving users access to printing in color.
- Performs other duties as assigned.

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

High school diploma or equivalent; four (4) years of related work experience in processing mail, shipping, and/or receiving; 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:

- Materials management procedures;
- Customer service principles;
- Basic mathematics;
- Operational database management;
- Training principles;
- Recordkeeping principles;
- Microsoft Word and Excel; and
- Computers and related software applications.

#### Skills in:

- Providing customer service;
- Maintaining records and reports;
- Training staff on work methods;
- Using basic mathematics;
- Purchasing materials;
- 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:

- Prioritize and assign work; and
- Monitor and maintain inventory.

### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Valid CDL Class "D" Driver's License.

### **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.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	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.	
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.	<u>X</u>	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.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
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.	<u>X</u>	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, weekends, and holidays.

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

May be subjected to fumes, odors, dust, 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.***