

Job Title: OPS Materials Management Specialist

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

**Position Summary:**

Incumbents coordinate various steps of the receiving activities, purchasing steps, and product life cycle. Responsibilities may include coordinating the donation of excess equipment/supplies; requesting quotations; recommending vendor for best price; issuing purchase orders; providing courier services; disposing of obsolete equipment/supplies; coordinating moves of equipment, supplies, or furniture; maintaining the cleanliness of the warehouse; and maintaining records of activities.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Four years experience in mail processing and/or shipping and receiving.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Materials management procedures;
- Customer service principles;
- Basic mathematics;
- Operational database management;
- Purchasing principles;
- Recordkeeping principles;
- Computers and related software applications.

**Skills:**

- Monitoring and maintaining inventory;
- Providing customer service;
- Maintaining records and reports;
- Using basic mathematics;
- Purchasing materials;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- 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 forces constantly to move objects.
- Incumbents may be subjected to fumes, odors, dusts, gases, extreme temperatures, work space restrictions, and intense noises.

**License:**

Valid CDL Class "D" Driver's License.

**Responsibilities:**

**These duties are a representative sample; position assignments may vary.**

**Potential  
Frequency**

- |    |  |
|----|--|
| 1. | Coordinates the movement, stocking, purchasing, delivery, and disposal of equipment, supplies, and related inventory, which includes coordinating the donation of excess equipment/supplies; providing courier services; disposing of obsolete |
|----|--|

Daily  
40%

These duties are a representative sample; position assignments may vary.		Potential Frequency
	equipment/supplies; coordinating moves of equipment, supplies, or furniture; and performing related duties.	
2.	Performs purchasing duties which includes requesting quotations; recommending vendor for best price; issuing purchase orders; and performing related duties.	Weekly 20%
3.	Receives, unloads, tracks, and organizes shipments and mail; operates and inspects applicable equipment; maintains the cleanliness of the warehouse.	Daily 20%
4.	Picks up, sorts, stocks, processes, tags, and distributes merchandise, inventory, and mail. Assembles and installs equipment as necessary.	Daily 10%
5.	Prepares, maintains, and reviews a variety of operational records, reports, and inventory databases.	Daily 10%
6.	Performs other duties of a similar nature or level.	As Required

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