

Job Title: OPS Senior Materials Management Specialist

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 6

Position Summary:

Incumbents coordinate 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 the lower level.

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;
- Training principles;

- Recordkeeping principles;
- Computers and related software applications.

Skills:

- Prioritizing and assigning work;
- Monitoring and maintaining inventory;
- Providing customer service;
- Maintaining records and reports;
- Training staff on work methods;
- 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.
- and intense noises.

Physical:

- Positions in this class typically require: reaching, standing, walking, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to fumes, odors, dusts, 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.	Prioritizes and assigns work to lower level staff; monitors the performance of lower level staff; and trains staff on work methods and procedures. Recommends and implements new processes and procedures as necessary.	Daily 10%
2.	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.	Daily 40%
3.	Performs purchasing duties, which includes requesting quotations; preparing and issuing formal competitive solicitations; issuing purchase orders; and performing related duties.	Weekly 20%
4.	Receives, unloads, tracks, and organizes shipments and mail; operates and inspects applicable equipment; maintains the cleanliness of the warehouse.	Daily 20%
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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