

Job Title: OPS Materials Management Supervisor

Compensation: \$21.31 - \$21.31

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 8

**Position Summary:**

Incumbents plan, coordinate and monitor materials management services and supervise assigned staff. Responsibilities may include establishing work priorities and daily schedules; purchasing supplies and equipment; maintaining records of purchases and activities; estimating budgets and related costs; maintaining contracts with courier services; submitting accounting data; preparing and monitoring a budget; recommending and implementing operating procedures; training employees on mail and receiving procedures; and maintaining an inventory of materials.

**Requirements:**

**Education:**

Associate's degree in accounting, business or related field.

**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:**

- Supervisory principles;
- Customer service principles;
- Materials management procedures;
- Operational database management;
- Budget principles;
- Recordkeeping principles;

- Computers and related software applications.

**Skills:**

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Monitoring and maintaining inventory;
- Providing customer service;
- Maintaining records and reports;
- Monitoring a budget;
- 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.
- 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.	Supervises staff to include: prioritizing and assigning work; training staff; ensuring that employees follow policies and procedures; recommending policy and procedure changes; maintaining a healthy and safe working environment.	Daily 20%
2.	Monitors inventory and purchases supplies as necessary.	Daily 25%
3.	Inspects inventory for quantity counts and damage; reconciles materials to packing lists; contacts vendors and corrects orders and listings as necessary.	Daily 25%
4.	Monitors a budget, which includes preparing cost, estimates for budget recommendations, submitting justifications for budget items, and monitoring and controlling expenditures.	Weekly 10%
5.	Prepares and maintains a variety of operational records and reports; updates and maintains applicable databases; manages and maintains operational contracts.	Daily 20%
6.	Performs other duties of a similar nature or level.	As Required

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