AUBURN
Human Resources

Mgr, Materials

Job Description

JOB INFORMATION

Job Code	ED06
Job Description Title	Mgr, Materials
Pay Grade	FM16
Range Minimum	$60,590
33rd %	$74,730
Range Midpoint	$81,800
67th %	$88,870
Range Maximum	$103,000
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	4/5/2023

JOB FAMILY AND FUNCTION

Job Family:	Facilities, Maintenance, & Operations
Job Function:	Surplus & Inventory Control

JOB SUMMARY

Reporting to the Assistant Director, Campus Services, this position manages, plans, controls, and organizes the staff and activities of a multi-warehouse operations and the work management department for Auburn University.

RESPONSIBILITIES

- Manages purchasing procedures for inventory, non-inventory, and emergency materials for the Facilities Division and outside contractors.
- Develops and manages all stocked and non-stocked inventory, including cycle counting, yearly inventory, inventory levels, counter releases, purchase requests, and inventory software and computer processes.
- Directs the work of material management and work management department employees.
  Involved in various aspects of personnel administration within the departments including hiring, termination, employee relations issues, development of policies and procedures, and coordination of employee training.
  Ensures all Material Management employees are trained in state procurement laws as well as Auburn procurement systems.
  Responsible for building a culture of respect and a positive work environment within Materials Management and Work Management.
- Performs accounting procedures related to operations and budgets which consists of invoicing, material charges, receiving, purchases, payments, inventory control, balancing of books, and various reports. Verifies work orders, daily time sheets, and daily cash and check totals, and delivers them to the appropriate office.
- Responsible for the management, billing, and administration of third-party vendor contracts associated with the university's Materials Management and Work Management Department. Evaluates and ensures compliance with contracts throughout the year.
- Manages the FM Emergency Response Book housed within Work Management to ensure after-hours calls and work orders are routed in a timely and efficient manner. Responsible for the management of all FM radios.
- Serves as the point of contact or chief spokesperson for the Materials Management and Work Management Department and communicates with appropriate personnel orally and/or in writing recommendations for improvement, solutions to problems, and work progress.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	No Specialization	and	4 years of	Experience in equipment/materials purchasing and/or warehouse operations.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of higher education and state purchasing policies and guidelines.	
Knowledge of accounting principles and practices.	
Solid understanding of supply chain and inventory management systems.	
Ability to identify problems as they occur; follow rules, guidelines, and procedures to resolve problems and make decisions.	
Knowledge of work order software.	
Knowledge of call center processes.	
Knowledge of shared software such as G-Drive and Box.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
DL NUMBER - Driver License, Valid and in State	Any State	Upon Hire	Required	
Forklift Certification		Upon Hire	Desired	

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions			X			
Eye/Hand/Foot Coordination			X			

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:
Ability to see information in print and/or electronically.