AUBURN
Human Resources

Mgr, Business - AMSTI

Job Description

JOB INFORMATION

Job Code	ED15
Job Description Title	Mgr, Business - AMSTI
Pay Grade	AA09
Range Minimum	$49,030
33rd %	$58,840
Range Midpoint	$63,740
67th %	$68,640
Range Maximum	$78,450
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	6/13/2019

JOB FAMILY AND FUNCTION

Job Family:	Academic Services & Administration
Job Function:	Academic Programs

JOB SUMMARY

Serves as the financial/budget/grant manager for the AMSTI-AU site. Manages and oversees the operation of the Alabama Math, Science, and Technology Initiative (AMSTI) materials distribution and refurbishment center to include the refurbishment process, pick up and delivery of kit modules, inventory control, oversight of budget, shipping and handling, and personnel management.

RESPONSIBILITIES

- Monitors the budget for the unit. Makes decisions and recommendations concerning financial and budget planning, analysis, monitoring, and allocation/reallocation for financial and budget administration decisions.
- Oversees the daily operations of the warehouses to include work schedules of employees.
- Manages the purchasing, inventorying, scheduling, and distribution (delivery and return) of science and mathematics modules and materials.
- Organizes and maintains the materials center to ensure efficient use of space and storage of materials.
- Maintains a database of teachers who are participants in AMSTI, and materials that are used in AMSTI, as well as, a schedule for the distribution and rotation of AMSTI modules to schools and teachers.
- Provides accurate and timely reports to the AMSTI director and State Department of Education regarding the teacher and materials database, materials costs, distribution schedules, employee assignments and labor hours.
- Trains AMSTI-AU Summer Institute participants on module logistics.
- Provides technical support including user support, implementation, and maintenance of site technology.

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	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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	Degree is Business or related field.	and	4 years of	Experience in budgeting, equipment/materials purchasing, and warehouse design and operations	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of inventory control and state purchasing policies and guidelines.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Forklift Certification		Upon Hire	Required	

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	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Temperature Change				X	
Atmospheric Conditions				X	
Vibration				X	

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