AUBURN
Human Resources

Mgr, Scientific Supply

Job Description

JOB INFORMATION

Job Code	NC45
Job Description Title	Mgr, Scientific Supply
Pay Grade	FM12
Range Minimum	$44,690
33rd %	$52,140
Range Midpoint	$55,870
67th %	$59,590
Range Maximum	$67,040
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/2/2023

JOB FAMILY AND FUNCTION

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

JOB SUMMARY

The Manager, Scientific Supply Store oversees the daily operations of the supply store located within the College of Sciences and Mathematics. Responsible for managing and leading staff, ensuring high levels of customer service, maintaining accurate inventory and financial records, and ensuring all safety guidelines are followed.

RESPONSIBILITIES

- Oversees and supervises the daily operation of the store function. Maintains secure POS/credit card equipment and information within guidelines set forth by Auburn University, cash management, COSAM IT and GiftLogic.
- Provides exceptional customer service to all customers, resolving any issues or complaints promptly and professionally.
- Oversees and maintains the Scientific Support Store budget to include backup records, balances and accounts according to AU policy. Collaborates with the various departments, financial reporting, and auditors when necessary.
- Closes out registers daily and submit collection reports. Reports all accounting information to the Chemistry and Biochemistry department chair and accounting personnel.
- Prepares all necessary financial journal entries to record internal university transactions weekly.
- Prepares and completes all credit card reconciliation for all purchases monthly.
- Monitors inventory levels and conducts regular stock checks to ensure accuracy and prevent stock shortages. Oversee physical inventory counts, including pricing, stocking, ordering, and compiling frequently used supplies and equipment lists.
- Ensures the store is properly stocked with quality scientific supplies and equipment, working closely with suppliers to maintain adequate inventory levels.
- Ensure all guidelines, processes, and procedures are followed for receiving and handling chemicals in accordance with the AU Chematix chemical inventory system.
- Implements and enforces store policies and procedures to maintain a safe and secure working environment. Ensures the store and all surroundings are safe and secure.

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	May supervise employees but supervision is not the main focus of the job.

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	
High School Diploma or GED	High School Diploma or equivalent	and	5 years of	Experience in supply and inventory operations.	

Substitutions Allowed for Experience	Yes
Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of scientific equipment, purchasing policies, and inventory control procedures.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None 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			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

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