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## Auburn University Job Description

Job Title: **Mgr, Materials**

Job Family: No Family

Job Code: **ED06**

Grade FM16 \$54,100-\$92,000

FLSA status: Exempt

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### 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.

### Essential Functions

1. Manages purchasing procedures for inventory, non-inventory, and emergency materials for the Facilities Division and outside contractors.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.

### Supervisory Responsibility

Supervises others with full supervisory responsibility.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Bachelor's Degree- No Specialization
<b>Experience (yrs.)</b>	4	Experience in equipment/materials purchasing and/or warehouse operations

#### Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

#### Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

### Minimum Required Knowledge

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.

### Certification or Licensure Requirements

Valid Driver's License

Forklift Certification-Preferred

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### Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires standing, talking, hearing, .

Job occasionally requires walking, sitting, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, handling objects with hands, and lifting more than 100 pounds.

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

Date: 4/5/2023

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