

CLASSIFICATION GRID: 27

BENCHMARK TITLE: MATERIELS MANAGEMENT 3

BENCHMARK NUMBER: 80603

JOB FAMILY: ADMINISTRATIVE SERVICES

**SCOPE AND LEVEL DEFINITION**

Oversees and administers the organization's centralized purchasing, receiving, warehousing, and inventory distribution functions, and negotiates, evaluates, and manages purchase contracts. Supervises staff.

**TYPICAL FUNCTIONS AND RESPONSIBILITIES**

1. Oversees the day-to-day operation of the organization's centralized purchasing, receiving, warehousing, and inventory distribution functions by performing duties such as establishing, evaluating, and revising inventory control systems, establishing inventory re-order points, developing inventory forecasting models, forecasting inventory levels, purchasing, and resolving problems with customers and vendors.
2. Tenders, negotiates, evaluates, and manages purchase contracts.
3. Supervises staff by performing duties such as assigning work, providing feedback and evaluation, determining training requirements, orienting new staff, and maintaining timekeeping and attendance records. Resolves staffing problems, including calling in staff to ensure appropriate staffing levels.
4. Completes and maintains related records and documentation such as statistics, reports, business plans, and proposals related to activity of the organization's centralized purchasing, receiving, warehousing, and inventory distribution functions.
5. Performs other related duties as assigned.

QUALIFICATIONS

Typical Education, Training, and Experience

- Diploma in Business Administration
- Recent, related experience of three years  
Or an equivalent combination of education, training, and experience  
Or other Qualifications determined to be reasonable and relevant to the level of work

Typical Skills and Abilities

- Ability to communicate effectively, both verbally and in writing
- Physical ability to carry out the duties of the position
- Ability to work independently and in cooperation with others
- Ability to operate related equipment
- Ability to plan, organize, and prioritize
- Ability to supervise
- Ability to develop, evaluate, and monitor materiels management systems and procedures
- Ability to analyze and resolve problems