



## MATERIAL CONTROL SYSTEMS SUPERVISOR

FC: UC140  
PB: 06

PC: 880  
BU: 31  
October 2000

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Plans, organizes, and provides supervisory direction and review to analytical staff engaged in activities and projects related to the development and implementation of programs and systems supporting the control and tracking of a complex inventory of equipment, parts, materials and supplies; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the full first supervisory level over classes engaged in providing a variety of analytical and administrative support to both purchasing and materials management functions. While much of the work revolves around the implementation of a computer-based inventory control system, other duties relate to the development of departmental procedures and policies and the annual budget. The incumbent is expected to exercise considerable latitude and independent judgment in the day to day conduct of the work. This class is distinguished from the Manager of Logistics in that the latter has overall responsibility for stores system support, inventory control, and material receipt, storage and distribution functions.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Plans, organizes, assigns, directs and reviews the work of assigned staff.
2. Assists in the development and implementation, goals, objectives, policies, procedures and work standards for the division and the department.
3. Assists in the preparation of the division's and the department's annual budget.
4. Develops systems and procedures for the optimum use of a computer-based inventory control system and the taking of periodic physical inventories.
5. Evaluates the computerized inventory control system, recommends modifications and documents such modifications.
6. Ensures that stores and inventory control staff follow consistent and uniform procedures regarding the receipt, storage, distribution and reporting of equipment, materials, supplies and parts.

7. Coordinates materials control activities with those of other District departments.
8. Coordinates loss prevention and recovery efforts, including the processing of forms for insurance reimbursements.
9. Plans, conducts and coordinates a variety of special projects related to purchasing and inventory control matters.
10. Selects staff and provides for their training and professional development.
11. Interprets District policies and procedures to staff, evaluates work and administers discipline as required.
12. Monitors developments affecting material management activities, evaluates their impact on District operations, and recommends and implements policy and procedure improvements.
13. Maintains records and prepares periodic and special reports regarding work performed.

## **QUALIFICATIONS**

### **Knowledge of:**

Principles and practices of material storage and distribution and inventory control.  
Business computer applications, particularly as applied to the inventory control functions.  
Statistical, quantitative and qualitative analysis methods.  
Project development, scheduling and coordination techniques.  
Principles and practices of effective employee supervision, including selection, training, evaluation and discipline.  
Basic budgetary principles and practices.

### **Skill in:**

Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff.  
Selecting, training, counseling and motivating assigned staff.  
Analyzing complex material control or departmental administrative problems, evaluating alternatives and reaching sound conclusions.  
Analyzing problems found in a computer-based inventory control system and recommending and documenting system improvements.  
Maintaining organized and accurate computer-based and manual records.  
Writing clear and concise policies, procedures, correspondence, reports and other written materials. Exercising sound independent judgement within general policy guidelines.  
Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **Other Requirements:**

Must possess a valid California driver's license and have a satisfactory driving record.

## **MINIMUM QUALIFICATIONS**

### **Education:**

A Bachelor's degree in business or public administration, or a closely related field from an accredited college or university..

### **Experience:**

Four (4) years of (full-time equivalent) verifiable professional experience in material control or purchasing. Experience in utilizing a computer-based inventory control system and lead or supervisory experience are desirable.

### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office and stores environment.

### **Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

### **EEOC: 02**

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