

Job Description

Position Title: Supervisor, Materials/Inventory

Job Group: Materials Management

Job Level Group: Manager/Supervisor/Lead

FLSA Status: Non-Exempt

Position Summary:

The Supervisor, Material/Inventory provides supervision for district mail or material management services. Supervises staff in the receipt, distribution and processing of mail and materials received by the College. Provides monthly service reports to business services. Maintains and updates machines and equipment. Manages budgets and ensures funding for daily operation of services.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Supervises staff. Prioritizes and assigns work; conducts performance evaluations; ensures staff is trained; and, makes hiring, termination, and disciplinary recommendations. Oversees work of contract personnel.
2. Supervises daily mail services and materials management operations for the College.
3. Plans and organizes department logics for receipt and delivery of shipments.
4. Manages district budgets for procurement of goods, materials, and services. Manages and ensures department funding for daily operations. Maintains and update funds and information in the G2 Quadrant postal machine.
5. Supports various departments in the receipt and delivery of services and materials from district department.
6. Plans, coordinates, and manages services for district projects. Operates and maintains departmental machines and equipment.
7. Estimates costs to complete jobs and maintains records and files of time, labor, and materials used in projects; evaluates vendor bids and proposals and makes recommendations.
8. Provides monthly service reports to business services for internal chargeback and data collection purposes.
9. Ensures safety practices are in place by maintaining safe working conditions for staff and conducting required safety training.
10. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of business management and fiscal practices
2. Knowledge of project management principles
3. Skill in budget/resource management
4. Skill in effective communication (both written and oral)
5. Skill in independent decision making
6. Skill in people leadership and supervision
7. Skill in positive, productive, and flexible customer service
8. Skill in problem solving
9. Skill in project management principles, processes, and techniques
10. Ability to develop and maintain effective and positive working relationships
11. Ability to operate relevant equipment required to complete assigned responsibilities for the position

Supervision:

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

Independence of Action:

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in related field required
 - Three (3) to Five (5) years of related experience required.
 - Five plus (5+) years of related experience preferred.
 - One (1) to Three (3) years of supervisory experience required.
 - Forklift Certification
 - Globally Harmonized System (GHS) Training Certification
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- On-call rotation duties
- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License

