

**CLASS TITLE: MATERIALS MANAGEMENT & INVENTORY
 CONTROL OFFICER (DOT)**

**Class Code: 02771200
Pay Grade: 23A
EO Code: F**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Transportation, Division of Highway Maintenance, to be responsible for overseeing, coordinating and planning a comprehensive program including such operations as materials procurement, inventory control and supply, and fleet parts management; as directed, to be responsible for procurement services for equipment, materials, and fleet parts for the various divisional operational to oversee an ongoing inventory control program for supplies for support facilities and their motor equipment; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to state and departmental guidelines, policies, and procedures.

SUPERVISION EXERCISED: Plans, coordinates, directs, supervises and reviews the work of subordinates assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Transportation, Division of Highway Maintenance, to be responsible for overseeing, coordinating and planning a comprehensive program including such operations as materials procurement, inventory control and supply, and motor equipment fleet parts management.

To be responsible for monitoring financial expenditures in relation to specific services and to be responsible for the execution and control of such services and expenditures.

To be responsible for the preparation of specifications and procurement activities including the review and approval of requisitions for equipment, materials, supplies, and services.

To assist in the formulation of policies, plans, programs, and objectives associated with the administration of various general support services for the department.

To review all invoices prior to payment for vendors to ensure accuracy and completeness and to approve such payments for processing.

To be responsible for the supervision of an inventory control computer database system.

To be responsible for the requisitioning, storing, disbursing and inventory of all tools, equipment, supplies and materials in and for the various field operations facilities.

To determine needs of the Division on certain supply items and submit the estimate to a superior so that blanket contracts may be issued for such items.

To supervise and participate in the work of: checking incoming materials and supplies against invoices, and orders; and weighing, counting, assembling and issuing requested supplies and materials.

To maintain current records of all goods on requisition; and to keep a computerized inventory of all supplies and equipment on hand at various field operations sites.

To keep performance and durability records of all supplies and equipment for future use in recording of changing brands and/or trade names.

To continuously consult with divisional superiors, etc., regarding needs and the best means of filling these operational supply needs.

To hold meetings with interested parties to determine the needs and utilization of available surplus federal government property.

To be responsible for the management of a central office where divisional materials and supplies are requisitioned and stored.

To establish standards for fair allocation of available materials and supplies to each operating facility.

To render technical advice and assistance to supervisors concerning such things as the type, quality and quantity of supplies and equipment to order in view of present and prospective market conditions.

To maintain detailed records on each vehicle within the divisional fleet and to update each as services is provided on corresponding vehicle; to maintain current a master schedule on all manufacturers specifications thereby eliminating invalidations of a vehicle's warranty; to maintain a dedicated file on all manufacturer's service bulletins and/or recall notices; to notify all authorized vehicle service vendors of these changes; to notify each driver of such recall notice and to monitor action of driver to ensure that proper steps are complied with to preserve integrity of the vehicle's safety and warranty.

To provide continuity of operations with State Fleet policy and procedures and insure compliance.

To respond to emergency fleet repair and calls 24/7.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of standard practices utilized in a comprehensive materials management, inventory control and supply program for materials and equipment therefore; the ability to assist in the supervision, control and direction of the procurement of materials, equipment and supplies; the ability to assist a superior in the formulation of policies, plans, programs, and objectives connected with the administration of general logistical support services; a thorough knowledge of the accepted methods of requisitioning, receiving, storing, disbursing and accounting for equipment, materials, and supplies; the ability to keep detailed records and handle office matters; the ability to prepare specifications for materials, vehicles and equipment; a working knowledge of computers for the purpose of requisitioning, receiving, storing, disbursing and accounting of inventory, materials, equipment and supplies; a working knowledge of the State Fleet Policy and procedures; the ability to analyze and evaluate various divisional requests for materials and supplies and make recommendations; the ability to use clear, precise language in the preparation of written and verbal presentations and reports, the ability to establish and maintain effective working relationships with agency officials and employees; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with at least an Associates Degree in business administration, public administration or a closely related field; and

Experience: Such as may have been gained through: employment in a responsible position involving the operation and management of a comprehensive program for the acquisition and disbursement of equipment, supplies and materials, and motorized equipment.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment must possess and maintain a valid Commercial Driver's License, CDL Class B. At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Created: July 1, 2012