

CITY OF GLENDALE

TITLE:	Materials Logistics Manager	CLASS CODE:	363
REPORTS TO:	Deputy Finance Director	GRADE:	26
DEPARTMENT:	Finance	FLSA:	E

JOB SPECIFICATION DATE: June 1, 2006 cm

JOB SUMMARY:

Plans, organizes and manages the activities and staff of the City's Material Control Center.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, and manages the activities and staff of the City's Material Control Center including the receipt, storage issuance and purchasing of inventory levels and shipping and disposal of a variety of material equipment, vehicles and supplies.
2. Coordinates the planning and development of material logistic plans with departments, buyers and vendors.
3. Prepare budget and business plan recommendations for the Material Control Center.
4. Develop policies and procedures for activities coordinated through the Materials Control Center.
5. Places orders and coordinates staff ordering of stock inventory and the administration of materials and disposal contracts.
6. Informs and negotiates with vendors on late deliveries, shortages and damaged goods.
7. Manages the updates and maintenance of the computerized inventory record system.
8. Plans and coordinates the perpetual and annual inventories.
9. Plans and coordinates City surplus and disposal through various methods including auction, donation and reuse.
10. Develops and monitors the material control budget.
11. Plans, organizes and controls the organization-wide collection and disposal of hazardous waste and recycled products. Develops and generates reports submitted to ADEQ.
10. Prepares written technical reports.
11. Interprets, explains and enforces City ordinance regarding auction and disposal of material and OSHA regarding safety and storage of hazardous materials.
12. Manage the City's scrap metal disposal and sale program.
13. Oversee warehouse logistics support for citywide emergency operations logistics support.

SECONDARY FUNCTIONS:

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Current materials management/logistics principles and practices
Principles and practices of employee supervision, evaluation, and training
Methods and principles used in modern warehouse procedures
Computerized inventory systems and record keeping procedures
Safety hazards and precautions associated with a warehousing operation
General purchasing procedures
Municipal budgeting practices

Skill in:

Operation of computerized financial and inventory systems

Ability to:

Evaluate needs and estimate future supply inventories
Supervise, train and develop staff
Determine quality of goods against prescribed specifications
Establish and maintain effective working relationships with City departments, vendors, staff and the public to exchange information and explaining policies, procedures and programs
Communicate effectively verbally and in writing

WORKING CONDITIONS:

Office in warehouse setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business or Public Administration, Materials Management or related field, and four years experience in inventory and warehousing, preferably in a governmental computerized system including one year of supervisor experience.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS:

Valid Arizona driver's license