

AGENCY MATERIALS MANAGEMENT DIRECTOR

KIND OF WORK

Managerial work directing materials management programs.

NATURE AND PURPOSE

Under administrative direction, employees in this class direct materials management programs in the Department of Administration to purchase, warehouse, distribute, inventory and dispose of the State's fixed and consumable property. Seasoned Technical know-how characterizes this classification which requires a broad grasp of administrative practices and precedents combined with knowledge gained through wide experience in, and exposure to, specialized fields such as purchasing, inventory and management information systems; performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Determines staffing, materials/equipment and facility needs for the programs managed so that work units operate in the most efficient manner by developing and controlling the budget and spending plan, by establishing operational priorities and by coordinating the sections' activities with other functions within the division.

Assigns, directs and trains the sections' supervisory, professional and non-professional staff to achieve full productivity by planning, organizing and evaluating the work performed by these employees.

Plans, organizes and directs the State's central stores facility as well as the acquisition, distribution, sale and/or disposal of both State and Federal surplus personal property by maintaining an inventory of commonly required surplus materials, by defining and implementing marketing strategies to sell and dispose of surplus property, by providing a recycling service to other public agencies, by continuously monitoring warehouse costs and the timely distribution of materials.

Plans, organizes and directs the state-wide direct acquisition and contract purchasing programs, the political subdivision purchasing program, professional and technical services contracting and vendor insurance/bonding requirements by designing methods to assess the need for new commodities or service contracts, by monitoring and evaluating current contracts and purchase plans, by defining standards and specifications for commodities, by inspecting and testing materials and by administering the competitive bid process and the delegation of purchasing authority to participating State agencies.

Plans, organizes and directs the State's fixed asset management system, the consumable personal property consulting and monitoring activity, resource recovery consulting and the division's internal administrative support function to improve the overall efficiency and effectiveness of the division and its programs by providing timely internal training and project coordination, by maintaining the operation of all EDP systems, by developing and maintaining policies, procedures and supporting manuals, by training and advising State agency employees in the area of fixed asset inventory management and consumable inventory management.

Plans, organizes and directs vendor activities, the marketing and dissemination of materials management program information to customers and vendors, the administration of the small and socially and economically disadvantaged business programs so that the division responds to customer concerns and provides participating agencies with vendors who are committed to supplying quality products and services at the lowest possible cost by establishing and maintaining a telephone help line for customers and vendors, by recruiting new vendors, by qualifying/disqualifying vendors as responsible bidders, by marketing the services and products of the division, by certifying/de-certifying the eligibility of small and socially and economically disadvantaged businesses.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

The theory and practice of government purchasing sufficient to direct the procurement of commodities and technical services, to assess the need for new commodities and services, to define standards and specifications and to administer a competitive bidding process.

The laws and rules regulating the State of Minnesota's materials management programs sufficient to administer the delegated purchasing authority program, to qualify/disqualify vendors and to certify/de-certify small and socially and economically disadvantaged businesses.

The materials management programs sufficient to market and disseminate information about them to customers and vendors, to respond to customer concerns, to develop technical manuals, and to train and advise participating agency employees on the implementation of these programs.

Warehousing, retailing and logistics management sufficient to direct a large central stores facility, to maximize available space, to analyze and contain warehouse costs and to ensure the timely distribution of consumable materials.

Inventory control methods and procedures for fixed asset and consumable materials sufficient to establish standards, to monitor compliance, to install new procedures, to maintain and advise agency employees on the implementation of procedures.

Ability to:

Plan the use of the section's human and fiscal resources sufficient to achieve full productivity under changing circumstances.

Organize and direct the activities of supervisory, professional and non-professional staff working on diverse materials management programs sufficient to ensure consistent program delivery, to coordinate the sections' activities with those of the division and to evaluate the work performed by these employees.

Identify training needs of division staff and agency employees and to provide required training sufficient to maintain and improve the implementation of the division's programs.

Write reports, publications and memoranda sufficient to clearly communicate technical subjects to a diverse audience.

Speak in public sufficient to explain, present and promote materials management programs to customers and vendors.

Apply computer technology sufficient to input, manipulate and extract data base information.

Est.: 06/87  
Rev.:  
Ckd: 02/03

T.C.: 01/24/96  
Former Title(s): Materials Management  
Manager