

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Manager, Materiel Control	<b>REPORTS TO:</b>	Director, Business Support Services
<b>DEPARTMENT:</b>	Procurement and Distribution	<b>CLASSIFICATION:</b>	Classified Management
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	024 AASD
<b>ISSUE DATE:</b>	July 1, 2004		

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**BASIC FUNCTION:**

Plan, organize, control and manage the Materiel Control unit in the provisioning of schools and administrative sites; manage and maintain the district's capital equipment inventory including all acquisitions, transfers and dispositions; supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES:**

E = Essential Functions

Plan, organize, control and manage the Materiel Control unit in the provisioning of schools and administrative sites. E

Plan and direct the provisioning of new, remodeled and expanded facilities, both educational and administrative.

Manage and maintain the District's capital equipment inventory including all acquisitions, transfers and dispositions. E.

Research, recommend, plan and direct cost-effective and appropriate specifications of furniture and equipment for provisioning requirements. E

Review legislative and potential changes to the law to the law regarding standards in school site furniture, equipment and materiel. E

Assist in development of annual program budget. E

Provide technical expertise regarding assigned functions; formulate and develop policies and procedures; review methods and procedures to determine effectiveness. E

Prepare and maintain a variety of complex narrative and statistical reports. E

Assess contractual requirements and make recommendations regarding appropriate type of furniture, equipment and materiel. E

Communicate with administrators, district personnel, vendors and contractors to coordinate activities and programs. Resolve issues and conflicts and exchange information. E

Administer, implement, review and update district-wide inventory policies in accordance with applicable procedures, laws, rules and regulations. E

Supervise and evaluate the performance of assigned staff. E

**MINIMUM QUALIFICATIONS**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to a bachelors degree in logistics, industrial engineering, accounting, purchasing or business administration and four years recent experience in management of materiel control, inventory, logistics, provisioning, accounting, warehousing and distribution in a large educational institution.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

State of the art theories, techniques and methods of supply chain management, logistics, materiel control and warehousing and distribution.  
PeopleSoft and eProcurement.  
Budget preparation and control.  
Accounting principles.  
Applicable laws, codes, regulations, policies and procedures.  
Oral and written communication skills.  
Principles and practices of administration, supervision and training.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software

**ABILITY TO:**

Plan, organize and manage the Materiel Control unit.  
Maintain current knowledge of applicable provisions of applicable federal and state laws, codes, regulations and District policies and procedures.  
Train and evaluate the performance of assigned staff.  
Prepare comprehensive complex narrative and statistical reports.  
Direct the maintenance of a variety of reports and files related to assigned activities.  
Communicate effectively both orally and in writing.  
Interpret, apply and explain rules, regulations, policies and procedures.  
Establish and maintain cooperative and effective working relationships with others.  
Operate a computer and assigned software programs.  
Analyze situations accurately and adopt an effective course of action.  
Meet schedules and time lines.  
Work independently with little direction.  
Plan and organize work.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read and write reports.