

Summary of Duties: Plans, organizes, and directs the work of professional employees engaged in the development, implementation, and administration of a centralized and consolidated warehousing and distribution function; develops and enforces policies and procedures governing materials procurement, warehousing, inventory, and distribution; applies supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

Distinguishing Features : A Director of Materials Management Services manages a division which is responsible for storekeeping, and other activities related to the direction of the stores, salvage, technical support, and audit functions. An employee in this class receives only general instructions, and is responsible for making decisions on policy and procedural matters with respect to material procurement, storekeeping, warehousing, inventory, distribution, and accounting.

Incumbents in the class of Director of Materials Management Services, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests;

The class of Director of Materials Management Services formulates and implements policies and procedures governing a complex materials inventory, distribution and accounting program.

Examples of Duties : Plans, organizes, and establishes policies and procedures of a large materials management program; coordinates materials requirements with the purchasing division of the Department; supervises the development and operation of manual and automated information systems related to the procurement, storage, distribution, and payments for materials.

Confers with division heads, and the staff of various City offices on questions of policy, organization, and problems encountered; coordinates the activities of the organization with other departments and advises them on materials management policies and procedures.

Reviews and recommends upon acquisition and distribution methods to reduce inventory and improve service; directs the sale of used, worn, or obsolete equipment and materials; prepares budgets and annual reports for the Materials Management Division; directs the development and maintenance of a manual on warehousing procedures and policies; approves measures of effectiveness for the Materials Management Division.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining

subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program;

An employee in this class may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications : A good knowledge of the principles, practices, and procedures of a materials management program for a large organization; a good knowledge of the practices and theories of inventory management, materials forecasting and distribution, and cost reduction techniques; a good knowledge of the principles and practices of supervision; a good knowledge of **purchasing** and materials management terminology; a good knowledge of Charter provisions, Administrative Code sections, ordinances, laws and regulations relative to **purchasing** and materials management procedures; a good knowledge of the types, uses, and proper description of materials commonly required; a good knowledge of the organization and procedures of City government and rules and regulations as they affect **purchasing** and materials management; a good knowledge of supervisory principles and practices including: planning, delegating and controlling the work of subordinates; a good knowledge of techniques of training, instructing and evaluation of subordinate work performance; a good knowledge of techniques for counseling, disciplining, and motivating subordinate personnel; a good knowledge of the procedures for grievance handling; a good knowledge of supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program; a good knowledge of effective safety principles and practices;

a working knowledge of the sources of supply for a wide variety of commodities, a working knowledge of City personnel rules, policies and procedures; a working knowledge of the provisions of memoranda of understanding as they relate to subordinate personnel; a working knowledge of the potential applications of data processing techniques to materials management activities;

a general knowledge of City personnel rules, policies and procedures; a general knowledge of commodity markets, marketing practices and pricing methods;

the ability to direct the development, implementation and maintenance of a materials management program; the ability to deal tactfully and effectively with City employees, and officials, other governmental employees and manufacturer's representatives; the ability to plan, organize, coordinate and review the work of subordinates and other employees and officials; the ability to exercise initiative and good judgment in proposing new policies, procedures, and standards; and the ability to prepare accurate and concise reports; the ability to maintain a work environment to enhance both employee morale and productivity; the ability to apply sound supervisory principles and techniques; the ability to fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

Two years of materials management experience in a class which is at least at the level of Stores Supervisor or Stores Superintendent; or seven years of materials management experience in an organization that stores and distributes industrial commodities of use and not resale, with an inventory level of 5,000 different items valued at at least \$5 million; two years of such experience must have been in a management position responsible for directing the analysis, planning, organization, and administration of a comprehensive materials management program.

License: A valid California driver's license may be required.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.