

Materials Management Specialist

DEFINITION

This is moderately complex technical and clerical work involving a variety of duties related to procurement and supply chain management functions.

Employees of this class perform varied technical and clerical duties according to established policies and procedures. Work is performed through specific on-going assignments or on a project basis and is performed with independence and judgment in resolving problems and priorities. Only difficult and involved problems are referred to a superior. Work in this class includes responsibilities for the composition of routine commercial bid documentation, the review of technical specifications, the commercial evaluation of bids submitted, and the authority to release purchase orders within defined parameters or recommend the acceptance of awards exceeding parameters.

Employees of this class may also evaluate a variety of inventory analyses and techniques to ensure that appropriate planning, forecasting and provisioning of supplies and parts is realized. Work of this type is primarily completed through a review of computerized reports.

Although there may be considerable variations in commodities and supplies among assignments, the level of knowledge, abilities and skills required are the same.

Work is performed under the general guidance of Senior Materials Management Specialist and is subject to review for adherence to policies, procedures and the minimization of procurement costs through appropriate procurement recommendations.

Tact, discretion and overall knowledge of corporate procurement policies are required.

TYPICAL DUTIES *

Within the scope of assignments, reviews requisitions for completeness and bid evaluation criteria and, as required, communicates with customer departments and vendors to select appropriate procurement strategies and priorities.

Obtains proposals and/or tenders from vendors, prepares recapitulations, recommends and/or makes awards based on bid evaluation criteria.

Provides customer departments and vendors with information on procurement policies and procedures.

Prepares procurement documentation and reviews, reconciles and expedites discrepancies related to these documents.

Interviews vendor representatives and review other vendor information to update vendor data files.

Within scope of assignments, initiates supply contracts and/or replenishes orders for parts and supplies.

Within the parameters of the Inventory Investment guidelines and in cooperation with customer departments, determines item-stocking levels.

Updates and uses detailed procurement information, manually or on computer databases.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to determine procurement strategies which are appropriate to requirements and conflicting priorities.

Considerable knowledge of procurement policies and procedures.

Ability to communicate effectively, verbally and in writing.

Ability to establish and maintain effective working relationships with customer department staff and vendor.

Proficiency with required computer systems.

Ability to analyze and evaluate customer departmental requirements, including the ability to forecast and plan inventory requirements using mathematical calculations and/or vendor tenders and proposals.

Ability to work in a team environment.

Ability to understand and execute oral and written instructions.

Recognition that on-going skills updating is required, through the attendance of seminars, courses, etc., to keep current with emerging procurement practices.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Supply Management Training Certificate from the Supply Chain Management Association (SCMA) or equivalent and a minimum of four (4) years' diversified materials management experience. Some inventory management experience is desirable.

Opportunity Concept

Principles of Buying or Principles of Inventory Management and two Management Business Certificate courses, such as Managerial Accounting, or four (4) years of diversified purchasing and/or supply chain management experience.

Incumbents must obtain Job Level qualifications within five (5) years from position start date.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

MATERIALS_MANAGEMENT_SPECIALIST.DOC

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	1337	2127	1338	2128
Last Updated:	2014-06			
Previous Updates:				
Originated:	1998-12			