

|  |  |  |
| --- | --- | --- |
| **TITLE** Manager, FP&M Support Services | | **DATE** 6/14/2010 |
| **ECLASS** MA | **EEO** 30 | **PCLASS** MD101 |
| **GROUP** | **SALARY BAND** | **FLSA** |

JOB PURPOSE

Manage the personnel and operations of the FP&M Service Center and Inventory Warehouse within the Office of Facilities Planning and Management. Oversee the developent and implementation of systems designed to improve processes and increase efficiencies.

**ESSENTIAL FUNCTIONS**

Direct, and supervise staff within the FP&M Service Center and Inventory Warehouse. Recruit, hire, train, direct daily activities, coach, and develop the staff required to ensure accurate and timely customer service and service delivery. Ensure transactions for all personnel within the assigned units are performed in compliance with University policy and procedure.

Develop and maintain the facilities work order system for information gathering, extracting, formating and reporting of Service Center and inventory activity to ensure monthly measurables are met.

Manage year end Physical Inventory of approximately $500,000 including several thousand types of supplies and materials. Maintain accurate inventory levels; perform inventory adjustments;maintain tip levels of stock and materials with consideration for demand, re-supply, or delivery lead time, storage capacities, shelf life, cost of stock and other factors.

Manage the bid process for materials through Purchasing. Facilitate purchase order process (open, close, increase/decrease). Manage purchase order balances, reconciliations and all inventory functions related to FP&M stock in central accounting system as well as Facilities work order system. Manage the receiving and distribution of stock.

Responsible for all petty cash functions. Oversee proper use of funds.

Evaluate new and existing vendors and contractors for optimal product quality and cost consideration. Coordinate with purchasing on all necessary bids and RFP's as deemed necessary.

Interface with University SCD and FP&M departments to ensure the material and supplies needs are met.

**WORK CONTEXT**

|  |  |
| --- | --- |
| Job Reports to |  |
| Leadership Accountability |  |
| Supervisory Accountability |  |
| Organizational Accountability |  |
| Financial Accountability |  |
| Customer Accountability |  |
| Freedom to Act |  |

**MINIMUM QUALIFICATIONS**

Education:

*Additional Education Information*:  Bachelor degree from a accredited college or University or equivalent combination of technical training and/or closely related work experience. Master's degree preferred.

Experience:

*Additional Experience Information*: Minimum of 5 years experience in inventory/material control.

Supervisory experience.

Purchasing experience.

Experience managing petty cash.

Higher education experience and familiarity with University policies and procedures a preffered.

**KNOWLEDGE, SKILLS & ABILITIES REQUIRED**

SUPERVISORY SKILLS - Ability to delegate work, set clear direction and manage workflow. Strong mentoring and coaching skills. Ability to train staff and develop subordinate's skills. Ability to foster teamwork among staff members.

ANALYTICAL SKILLS - Ability to compare, contrast and quality check work with a keen attention to detail. Strong analytical skills required including: critical thinking, problem solving skills. Must be able to work independently with strong problem solving skills. Analyze and interpret data in hard copy or electronic form; detect errors and discrepancies. Must be able to demonstrate a good use of judgement.

ORGANIZATIONAL LEADERSHIP SKILLS - Ability to be self-motivated. Ability to prioritize and plan work activities, adapting to changing conditions. Can perform work with close attention to detail. Strong organizational skills and ability work with established deadlines and under pressure.

COMMUNICATION SKILLS - Must be an effective communicator, both written and verbal, capable of communicating to both subordinates, peers and management as required. Good interpersonal skills required and strong customer service skills. Must be able to handle pressure situations, including dealing with sensitive and confidential human relations situations.

TECHNOLOGY SKILLS - Knowledge in inventory controls. Experience using inventory management databases. Sufficient knowledge of enterprise resource systems helpful. Demonstrated ability to utilize Microsoft software applications to generate complex spreadsheets and manage databases.