Definition of Class
This is a supervisory position in which the incumbent performs duties associated with the management of finished goods/materials. Ensures materials are produced, packaged, shipped, and received in a timely manner and according to specifications. Incumbent reports to the Assistant Director and has the authority to exercise discretion and judgment in a wide variety of areas.

Examples of Work Performed
Directs and manages the activities of the sales and materials operation.

Assists in the formulation and supervision of operating policies and procedures and budget development for the sales and materials division.

Supervises and coordinates the reproduction and selling of materials. Ensures that goods and services are secured in an efficient manner while complying with applicable statutes, policies, and regulations.

Maintains interface with representatives from other state agencies, other University Departments, outside service agencies and vendors; corresponds with them concerning problems such as delayed shipments, shortages, overages, or incorrect filling of orders; approves invoices for payment.

Oversees inventory of goods/materials.

Determines and designs appropriate packaging methods.

Manages financial and accounting aspects of operation. Determines cost estimates for packaging and shipping goods/materials.

Coordinates and oversees the activities associated with providing customer service to clients.

Plans and schedules work for the staff ensuring proper distribution of assignments; recommends various personnel actions including, but not limited to, hiring, merit recommendations, promotions, transfers, and vacation schedules.

Reviews Purchase Requisitions for processing; determines vendors supplying articles requested; ensures that vendors meet all requirements; requests purchase orders.

Recommends and designs bid specifications for new products in collaboration with product development staff.

Performs related or similar duties as required or assigned.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Manages and supervises the activities associated with the packaging, shipping, and receiving of finished goods including maintaining inventory.

2. Communicates with state agencies, University departments and other outside agencies and vendors.
3. Participates in the formulation of operating policies/procedures and budgets.

4. Performs routine administrative duties such as compiling information to complete reports.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Personnel Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 40 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to use hands to finger, handle or feel objects, tools or controls. The incumbent is occasionally required to stand; walk; sit; stoop, kneel, crouch or crawl; and reach with hands and arms.

Experience/Educational Requirements:

- **Education:** Bachelor's Degree from a college or university in Business Administration, Finance, Accounting or a related field.

  AND

- **Experience:** Two (2) years of experience related to the above described duties.

Substitution Statement:
Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.