JOB DESCRIPTION

Material Control Supervisor

Definition of Class
This position supervises and coordinates the requisitioning, receiving, storing, issuing and distribution of chemicals, supplies and/or equipment. The incumbent coordinates inventory operations, determines quantity and quality of stock items, approves requisition of stock items, examines quality and cost of new materials, prepares purchase requisitions, monitors location of equipment, generates and maintains records and prepares reports and analyses of inventory data.

Examples of Work Performed
Supervises and coordinates the requisitioning, receiving, storing, issuing and delivery operations.

Approves requisition of stock items, examines quality and cost of new material and prepares purchase requisitions.

Monitors outstanding supply orders. Coordinates the preparation of claim reports on shortages and supplies not meeting specifications.

Prepares inventory control procedures and coordinates inventory operations; develops and implements new methods of receiving, stocking, retrieval and distribution of all material handled.

Assists in determining fiscal requirements of the area and prepare budgetary recommendations. Monitors, verifies and reconciles expenditure of budgeted funds.

Maintains records of individuals and departments receiving supplies; prepares reports and analyses setting forth progress and adverse trends; makes appropriate recommendations and conclusions.

Coordinates the repair and maintenance of related equipment and facilities.

Determines the degree of hazard on all materials handled; coordinates proper safety precautions to be taken on the handling of all materials.

May provide guidance and supervision to subordinate staff.

Performs similar or related duties as assigned or required.

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. Supervises the requisitioning, receiving, storage, issuing and delivery operations of the stockroom.

2. Determines requisition quality and quantity of stock items; reviews requisitions and bids to vendor; monitors outstanding orders.
3. Prepares and coordinates inventory procedures.
4. Supervises stock of materials and hardware.

**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 Department of Human Resources 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 100 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 frequently required to lift and carry; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is periodically required to stand; walk; climb; and crawl. The incumbent is occasionally required to stand.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from an accredited four-year high school or equivalent (GED).

  AND

- **Experience:**
  One (1) year of experience related to the above described duties.

  AND

- **Licensure:**
  Must possess a valid driver's license.

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

Rev. 10/06/2015

*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.*