JOB DESCRIPTION

Supervisor of Materials Handling Division

Definition of Class
This is a supervisory position in which the incumbent coordinates the daily operational aspects of the Materials Handling Division. Work includes maintaining accountability of all University assets; resolving employee conflicts; preparing reports; balancing assets; setting up audit schedules; assisting with delivery schedules and goods receipt completions; and exercises discretion and independent judgment. Reports to the Procurement Manager.

Examples of Work Performed
Supervises all aspects of the Materials Handling Division. Develops operational policies and procedures.

Records completed audits. Monitors and reconciles departmental assets. Monitors assets value.

Compiles and summarizes various documents and reports.

Investigates and resolves problems. Monitors problems to determine appropriate action.

Prepares and maintains salvage request reports and other related reports.

Ensures materials/supplies are shipped and received in a timely manner according to specifications.

Assists with the completion of goods receipts. Monitors and reconciles the completions of goods receipts.

Coordinates and maintains working relationships with other departments and State Auditors Office.

Ensures that all activities conform to guidelines of State law and University policies.

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. Accounts for all University assets by maintaining database, completing special reports, and conducting physical audits.

2. Maintains working rapport with University departments and the State Auditor’s office.

3. Monitors activities to ensure compliance with State law and University policy.

4. Supervises, trains, and coordinates the activities of the Materials Handling Division staff.
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 25 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 stoop, kneel, crouch or bend. The incumbent is periodically required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk and hear. The incumbent is occasionally required to stand; walk; and sit.

Experience/Educational Requirements:

  Education: Associate’s Degree from an accredited college or university.

  Experience: Three (3) years of experience related to the above described duties.

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

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.

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