Director, Materials Management & Logistics

Job Code 00001505

**General Description**
Responsible for tracking, controlling and reporting all real and personal property belonging to Texas State University.

**Examples of Duties**
Oversee the receipt and delivery of freight to all Texas State departments.
Oversee the issuance, tagging and accounting of all capital equipment.
Approve work orders for setups, meetings, moves, registration, graduations, and orientations.
Write policies and procedures. Approve policies and procedures for Materials Management.
Propose, write, prepare, revise and submit annual budgets for accounts in Materials Management.
Approve purchase orders for equipment purchases, bookstores IDT’s copy cards, duplicating and printing orders.
Write bid specs, maintenance contracts, invitations to bid.
Prepare annual and five-year strategic plan for the Material Management Department. Assess departmental goals and objectives, and work procedures.
Insure that the University conducts and submits an annual inventory.
Oversee the transfer, disposal and sale of surplus property.

**Knowledge, Skills, and Abilities**

Knowledge of: laws, rules, and University policies and procedures that govern operations; computer software systems.

Skill in: directing, delegating and motivating the work of others; in dealing with often hostile members of public; training and supervising staff.

Ability to: read and interpret memos, policies and procedures, and instructions; write memos, work orders, purchase orders; perform basic math; determine, write and implement long term and short-term plans for the department; meet deadlines on projects.

**Experience and Education**
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

**Other Requirements**