Director, Materials Management

Job Code 00001505

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

Examples of Duties
Supervise and evaluate staff.
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, procedures and approve UPPs for Materials Management and related UPPSs.
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 Texas State conducts and submits an annual inventory.
Oversee the transfer, disposal and sale of surplus property.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: laws, rules, policies and procedures governing operations.

Skill in: directing, delegating and motivating the work of others; in dealing with often hostile members of public; in computer software usage.

Ability to: read and interpret memos, policies and procedures, and instructions; to write memos, work orders, purchase orders; to perform basic math; to train and supervise staff; to determine, write and implement long term and short term plans for the department; to 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

Reviewed on 5/17