

DESCRIPTION: Under administrative direction, manages and coordinates service operations and managers and staff of the Logistical and Operations Section of the Materiel Division of the Administrative Services (AS) Department; directs the establishment and administration of major centralized services for State government including state printing, copying, mail, and surplus property units, and the State contract database administration and fixed asset and material recycling operations; assists with the overall management of the AS - Materiel Division; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single position, full performance job classification, restricted in use to the AS - Materiel Division. The position manages several managers and coordinators who, in turn, supervise or oversee diverse service units and fixed asset operations. These services and operations extend throughout State government and may involve private sector organizations or other public jurisdictions throughout the state. The position has responsibility for the on-going direction of the section and for the development and implementation of operational policies and processes that conform to State and federal laws, regulations, and policies, and for the administration of budgets and contracts associated with these activities.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Plans, assigns, and evaluates the work of assigned managers and other employees, identifies training needs and prepares staff development plans, and guides and counsels assigned staff in order to attain full performance capacities and ensure consistent application of policies and standards.

Directs the assigned Logistical and Operations Section and its units to ensure internal and external coordination with other AS divisions, State agencies, other public jurisdictions, and private sector organizations; identifies operational difficulties and directs the development and implementation of policies, processes, and systems.

Prepares, justifies, and monitors budgets, contracts, and associated spending pertinent to the Logistical and Operations section and functions; processes invoices for payment after checking invoices for accuracy and issues purchase orders as required and enters documentation into the Enterprise Content Management system.

Prepares administrative and operational correspondence and reports to provide information to higher level administrators and directors and to customers.

Confers with and advises a variety of State agencies and employees at all levels of management to discuss operational needs and problems, to interpret and explain laws and regulations, and to set priorities and schedules; represents the AS - Materiel Division on various committees, task forces, and groups to address these topics and other issues.

Updates and develops agency manuals, standard operating procedures, checklist, forms, templates; tracks application of these documents and processes; develops drafts of policies and procedures based on information received.

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Administers agency human resource policies, State personnel rules and labor contracts, and other employment laws within the assigned section to ensure an effective work environment.

Tracks goals and other projects to ensure deadlines are met; develops and monitors key performance indicators; develops and presents status information to groups of people or individuals with varying levels of needs.

Creates and monitors inter-jurisdictional cooperative agreements and activities, and state-wide recycling informational and educational efforts.

Confers with and provides quality assurance and control guidance to Materiel Division managers to research divisional issues and proposed policy initiatives, and to assist the managers in integrating their operational and fiscal activities with the goals, policies, and regulations of State and federal governments.

Serves as communications coordinator for the AS - Materiel Division, and coordinates determination of the Division's information technology needs; coordinates Division billing processes and Electronic Document Management (ECM) processes, ensures building maintenance requests and coordination, manages and coordinates files for records management.

May assist procurement staff with preparing contracts for goods and services, may assist with preparing Requests for Proposals, Requests for Information, and Invitations to Bid.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the principles and practices pertinent to the services provided and units directed; fundamental business practices including budgeting, customer service, vendor management, and basic logistics; the practices and methods of contract preparation, evaluation, and administration; State and agency policies and processes pertinent to the units and functions assigned; general practices and techniques of operational management and staff supervision; the features and protocols of enterprise-wide automated systems.

Skill in: analyzing and applying pertinent State and federal laws, regulations, and policies to administrative and operational issues and activities; recommending and implementing changes to administrative and operational processes.

Ability to: interact with a variety of individuals and groups to maintain effective work relationships and attain goals; supervise assigned managers and other employees; communicate with other managers and varying levels of customers in person, and through electronic means, administrative reports, and other summaries; collect, assemble, and analyze information to make recommendations to solve problems; interpret and apply policies, procedures, statutes, and rules pertinent to the division; identify and evaluate financial, operational, and other administrative issues and solutions; develop and implement training manuals and presentations to guide end-users of agency systems and associated applications and databases.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Associate's degree in administration, business, budgeting, accounting, finance, planning, policy analysis, management analysis, operations research, program evaluation, logistics or supply chain management or any discipline related to the work assigned, AND experience in planning, organizing, and implementing program or administrative functions, processes, or projects, AND two years of experience in directing or supervising operations related to personnel, financial, policy or program evaluation, administrative or management analysis, or any field related to the work assigned.

OR

Bachelor's degree in administration, business, budgeting, accounting, finance, planning, policy analysis, management analysis, operations research, program evaluation, logistics or supply chain management, or any discipline related to the work assigned, AND one year of experience in the areas described above.

SPECIAL NOTES:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).