

**DESCRIPTION:** This is professional work administering and coordinating the materiel operation for the Department of Corrections. The work involves managing the purchasing, supply, inventory, surplus property and vehicle operations; 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 class is distinguished from the Assistant Procurement Manager by its total responsibility for material operations which includes policy making, setting staffing levels, budget management, etc. The Assistant Procurement Manager is responsible for the day-to-day operations of the department while the Administrator deals with the “big picture”.

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

Coordinates the purchasing activities for the various facilities within the Department.

Responsible for supervision and coordination of the property and supplies inventory.

Liaison between the Transportation Services Bureau and the Department of Corrections in regards to purchased and leased vehicles.

Participates in the administrative decision making matters concerning the materiel operation. Responsible for supervising a professional staff in the materiel division.

Contacts vendors and sales representatives for product information.

Reviews maintenance contracts with the engineering division as to needed supplies and equipment.

Responsible for the coordination and distribution of correctional surplus property.

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

Knowledge of: purchasing, accounting and management procedures; the organization, functions, objectives and goals of the employing agency.

Ability to: develop and enforce purchasing procedures, regulations and statutes; work independently with little supervision; communicate effectively; supervise others; plan, organize, control, delegate and direct the work of both a professional and clerical staff involved in the materiel area; develop work priorities for effective use of available resources and staff; train subordinate staff.

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

Post high school coursework/training in accounting, management or business administration and experience in purchasing and/or supply inventory.

**SPECIAL NOTES:**

Successful applicants will undergo a thorough background security check, medical and drug screenings. Upon hire, will be required to successfully complete a pre-service program.

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