



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0633

SUPERVISOR, MATERIAL MANAGEMENT
GRADE H

Individuals assigned to positions in this class are responsible for supervising activities associated with materiel management within a large state institution. Duties include supervising and coordinating the ordering, receiving, storing, issuing and inventorying of materials, food stuffs, supplies and equipment. Compiles data from records and documents such as shipping and receiving reports, requisitions, contracts and accounting reports, and posts information to records. Compiles stock-control records, consumption data and rates, current market conditions, characteristics of items in storage, and related factors to establish stock levels or replenishment needs. Prepares reports of inventory balances, conferring with department supervisors to determine materiel required, appropriate sources of supply, and places orders. Coordinates and plans training programs for residents involved in vocational training. Performs other duties relating to materiel management.

Responsibilities associated with this class consist of duties that are well defined and accomplished through the use of a variety of related but different procedures, processes, or methods. Decisions involve the selection of tasks to be performed and the procedures, processes, or methods to be used from among available choices. Guidelines are provided but require the use of judgement in selecting and applying those most appropriate. Management responsibility includes directing the work of others involved in activities of the same or a similar nature and generally working toward a common goal. Duties will be planned and accomplished as generally instructed and require the use of guidelines, previous experience, or accepted practices to resolve problems or unusual situations. Some indirect impact on decisions affecting organizational goals and objectives exists as responsibilities include duties that produce an analysis, formal recommendation, or significant advice used by others in making decisions.

MINIMUM QUALIFICATIONS FOR ENTRY TO CLASS:

Requires equivalent of a high school diploma and five years experience in materiel management or a closely related field.

DESIRABLE LEVEL OF KNOWLEDGE, SKILL, AND ABILITY:

Knowledge of the processes, procedures, and methods needed to perform duties associated with materiel management. Requires considerable specialized knowledge, skill, and ability generally acquired and developed through formal education, training, and/or relevant work experience in duties very similar in type and complexity. A moderately high degree of interpersonal skill is required to be able to communicate with and motivate others in the satisfactory performance of duties and responsibilities.

Eff. Date: 9/84

Rev: 1/00 – Word processing conversion

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