

DIRECTOR OF MATERIEL MANAGEMENT  
DEPUTY DIRECTOR OF MATERIEL MANAGEMENT

5113 Mgmt. – District  
5114 Mgmt. - District

#### DEFINITION

Plans, organizes, and directs materiel management activities including general and food distribution operations and logistics; acquisition, warehousing, and delivery logistics; food order and surplus property salvage administration; textbooks; inventory management; mail delivery; reprographics services; and school communication services.

#### TYPICAL DUTIES

- Ensures the safeguarding of District supply chain through minimal disruption in delivery of products and logistical services.
- Plans, organizes, and directs activities related to the procurement, sale and distribution of warehouse commodities commonly used in a K-12 school environment and other ancillary functions such as truck operations, textbook inventory management, mail delivery, reprographics services; and school communication services.
- Oversees the analysis of sales and new product demand, assessment of inventory stock for replenishment and standards for inventory turns, determination of goods and supplies as stock or non-stock based on demand and availability, establishment of price points comparable to retail and government contracts, establishment of annual sales forecasts and marketing plans, and maintenance of the online catalog website.
- Oversees the monitoring of inventory carrying costs, service levels, and turns.
- Directs and controls the establishment and maintenance of standard specifications lists of materials and equipment to support the educational and classroom requirements.
- Administers, interprets, and directs the application of laws, rules, policies, and procedures in the storage, and delivery of supplies, furniture, and equipment for schools, offices, cafeterias, and other District units.
- Plans and administers the branch budget and controls expenditures for other appropriations.
- Administers compliance with the District's Ethics Policy including the Contractor Code of Conduct.
- Assists in developing, recommending, updating, and administering new and established policies and procedures relative to the full range of inventory, distribution, and logistic activities.
- Provides advice to other branch/division heads regarding business matters.
- Assists in the preparation of communications to schools and offices regarding material matters and the publication of supply, equipment, and instructional material catalogs.
- Develops long-term goals and objectives to enhance customer service and increase awareness of products and services available
- Directs and implements strategies for streamlining processes including technology solutions.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Director of Materiel Management plans, organizes, and directs materiel management activities such as general and food warehouse operations, logistics, acquisition and distribution; salvage administration; textbooks; inventory management; mail delivery; and reprographics services.

The Deputy Director of Materiel Management assists in the planning, organizing, and directing of materiel management activities.

The Chief Procurement Officer is responsible for the planning and coordination of District-wide purchasing and contracting activities as a part of the Office of Educational Services.

## SUPERVISION

The Director of Materiel Management receives administrative direction from the Deputy Chief Procurement Officer and exercises general supervision over lower-level managerial and supervisory staff. The Deputy Director of Materiel Management receives administrative direction from the Director of Materiel Management and exercises general supervision over lower-level managerial and technical staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of management as applied to procurement, warehousing, and distribution services
- Federal, State, and local laws, rules, and regulations related to materiel management
- Principles and practices of organization, management, budget preparation, procurement, and expenditure control
- Procedures and techniques of operations analysis, records development and management, management reporting, and statistical analysis and data presentation
- Information systems capabilities and methods applicable to a wide variety of procurement and business services
- Principles of business forecasting
- Principles of public and interpersonal relations
- Principles of training, employee evaluation, and employee relations
- Collective bargaining law and labor agreements
- Applicable concepts of progressive discipline
- Inventory management, carrying costs, service levels, and distribution planning
- Procurement and materiel management business applications in an SAP Enterprise
- Resource Planning environment Warehouse Management System
- Commodity markets and prices
- Strategic sourcing

### Ability to:

- Streamline business processes including reduction in cycle time
- Plan, organize, and direct complex technical operations involving coordination of efforts of multiple specialized units
- Analyze complex problems, identify solutions, and implement plans to solve problems
- Communicate effectively orally and in writing with persons at various levels of understanding
- Conduct meetings and make presentations
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Estimate project requirements and organize resources to meet goals and deadlines
- Direct and evaluate staff training needs

Establish and maintain effective relationships with community representatives, District employees and administrators, suppliers, external public and private organizations, and union officials

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in school business management, business or public administration, or a related field. Courses in school business management, accounting, computerized ERP systems and related procedures, supply chain logistics, inventory control, retail management and market pricing, and personnel management are preferable.

### Experience:

#### Director of Materiel Management and Purchasing:

Five years of executive or management experience in a multi-unit organization with at least 300 employees or in a school district with an enrollment of at least 100,000 students, including two years supervising at least 15 employees. Executive or management experience with a supply chain provider with sales volume of at least \$25 million per year, or in a school district or public entity with distribution/warehouse/supply chain expenditures of at least \$25 million per year is preferable.

#### Deputy Director of Materiel Management and Purchasing:

Three years of management or supervisory experience in purchasing or preparing specifications for the purchase of materials, supplies, furniture, and equipment; in distribution/warehousing operations; in inventory analysis for distribution/warehouse inventory with a wide variety of items; or operational experience with the development/implementation of a procurement, inventory or warehouse management system under a formal project management structure. The experience must have been in a multi-unit organization with at least 300 employees or in a school district with an enrollment of at least 100,000 students, including one year supervising at least 5 employees. Management or supervisory experience with a supply chain provider with sales volume of at least \$10 million per year, or in a school district or public entity with purchasing/distribution/warehouse/supply chain expenditures of at least \$10 million per year is preferable.

### Special:

A valid California Driver License.  
Use of an automobile.

## SPECIAL NOTE

An employee in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time, as long as such addition or change is reasonably related to existing duties.

Revised  
08-05-21  
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