UNIVERSITY OF SOUTHERN CALIFORNIA

Distribution/Materials Manager

Job Code: 155016

Grade: I
OT Eligible: No
Comp Approval: 6/24/2011

JOB SUMMARY:
Manages, plans, coordinates, and organizes loading and unloading, distribution, storage and inventory of materials and products. Develops strategies to achieve organizational goals and manage logistics to provide optimal quality customer service at delivering products and materials. Monitors the arrangement and shipping of products and goods from storage centers. Controls stock, transportation, storage, and ensures structures are in place to monitor the flow of goods and materials. Evaluates effectiveness of and recommends alternatives for work methods, procedures, systems, controls and staffing. Supervises subordinate staff.

JOB ACCOUNTABILITIES:

Manages, plans, coordinates, and organizes loading and unloading, distribution, storage and inventory of materials and products. Develop strategies to achieve organizational goals and manages departmental logistics for on and off-site events to provide optimal quality customer service and the delivery and security products and materials. Establishes priorities for the distribution of incoming and outgoing materials. Monitors operations and schedules to ensure deadlines are met. Ensures adequate stock for departments and units served.

Directly supervises at least two full-time subordinate staff or the equivalent. Performs recruitment, screening, hiring, orientation and training of department staff. Evaluates employee performance and provides guidance and feedback. Counsels, disciplines and/or terminates employees. Resolves problems referred by subordinate supervisors or staff.

Schedules, assigns and prioritizes workloads. Sets appropriate deadlines. Monitors employee performance on a day-to-day basis. Ensures timely completion of unit’s work. Oversees processing of time cards and delivery to payroll.

Evaluates effectiveness of and recommends alternatives for work methods, procedures, systems, controls and staffing to improve operational productivity, order management and shipping and receiving of customer products and materials on a timely basis.

Oversees the inspection of incoming materials against orders for correctness, quantity, type, spoilage, and damages. Arranges for return of defective materials. Oversees inspection, repairs and maintenance of warehouse, storage and receiving areas, equipment, and fleet vehicles. Ensures equipment is well-maintained and in proper working order. Oversees preparation of work orders for repairs and/or replacement of equipment.

Ensures that university policies and procedures, including all safety procedures and any applicable governmental regulations are followed in handling of all materials. Ensures proper storeroom processes and procedures are upheld. Ensures refrigerators and stocking areas meet or exceed state and federal health and safety standards and perishable items are handled properly, as required.
Has responsibility for maintaining records, initiating renewals, and ensuring ongoing compliance for all departmental business, operating, and fleet vehicle licenses and permits.

Manages ordering phases and information systems that support ordering fulfillment, inventory and all movements of materials, supplies, products and goods. Analyses data to monitor unit performance and makes improvements in delivery of services and efficiency of goods demand. Analyzes and solves moderate to complex logistical problems across all functional areas and develops innovative approaches and solutions.

Conducts regular audits of departmental inventories and standard operating procedures. Reports findings to departmental leadership. Develops and implements standard operating procedures and processes, as required.

Participates in planning and administration of unit budget(s), as assigned. Provides projections and reports for development and administration of budget(s), as required. Manages collection and distribution of invoices and receipts for products received and ensures proper purchasing and accounting procedures are followed.

Oversees preventive maintenance program for storage facilities and departmental vehicle fleet. Manages efficient and safe operation of all materials handling equipment.

Oversees central commissary receiving goods and products and for ensuring receiving, distribution and financial reconciliation requirements are adhered to.

**E** Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with University Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university's crime prevention and suppression programs and services. Ensures dissemination of security related information to staff.

Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

*Select E (ESSENTIAL), M (MARGINAL) or NA (NON-APPLICABLE) to denote importance of each job function to position.*

**EMERGENCY RESPONSE/RECOVERY:**

Essential:  [ ] No  [x] Yes  In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Bachelor's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**
Minimum Field of Expertise:

Management experience in materials and/or distribution environment. Thorough knowledge of receiving and distribution of products, supplier agreements and inventory control. Knowledge and understanding of various compliance regulations. Ability to manage storage areas in multiple locations. Proven ability to conduct inventory audits and establish standard operating procedures. Strong written and verbal communication skills.

Preferred Education:

Bachelor’s degree

Preferred Experience:

5 years

Preferred Field of Expertise:

Bachelor’s Degree in Administration or Business Management

Skills: Other:

Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conflict resolution
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Leadership
Managerial skills
Negotiation
Organization
Planning
Problem identification and resolution
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Material handling equipment
Personal computer
Photocopier

**Supervises:** Level:
Supervises employees and/or student workers.

**Supervises:** Nature of Work:
Service/Maintenance

**SIGNATURES:**
Employee: __________________________ Date: __________________________
Supervisor: __________________________ Date: __________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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