

TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** May 23, 2013

RE: *Approval of new classification specifications for Materials Management Supervisor
(Schedule 26, \$71,344.00 - \$99,528.00)*

PETITION #16-13

That the Southern Nevada District Board of Health approve new classification specifications for the Materials Management Supervisor (Schedule 26, \$71,344.00 - \$99,528.00)

PETITIONERS:

Kelly Brinkhus, Acting Human Resources Administrator *VB*

Mars Patricio, Financial Services Manager *EG/BS.*

Elaine Glaser, Director of Administration *EG/BS.*

John Middaugh, MD, MPH, Chief Health Officer *JM*

DISCUSSION:

FY 2012 Audit Finding and Recommendation indicated the need to improve the recording of Health District's inventory from all public health centers. With the relocation to the new building, purchasing and contracting activities have increased. The recent and impending budget challenges have had negative impact on the current and future funding streams of various District programs. Therefore, the creation of this position will focus on cost-effective and efficient purchasing of materials.

It is anticipated that the position will be responsible for identifying and developing both short-term and long-term strategies to increase savings and value of each purchase made and each contract negotiated. Also, the position will be responsible for researching and making recommendations to management and staff on services and materials that will meet their needs, with the ability to analyze current contracts, identify where the District can save money and/or enhance the services provided, as well as to create and maintain reports of purchases and contractual requirements.

FUNDING:

No additional funding is required for this position.

MATERIALS MANAGEMENT SUPERVISOR

DEFINITION

Plan, organize, manage, coordinate and direct material planning, develop a centralized purchasing and materials services, vendor management, cost reduction, procurement, logistic, and strategic sourcing related to supply partners. Manage the formation of the District's contract agreements and ensure tight supply/demand alignment, and timely material delivery

SUPERVISION RECEIVED

- Receives general direction from the Financial Services Manager.

SUPERVISION EXERCISED

- Exercises direct and indirect supervision over professional, technical and clerical staff.

EXAMPLES OF ESSENTIAL RESPONSIBILITIES AND DUTIES – *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Provide general supervision over subordinate personnel including the training and development of program employees; recommend selection of personnel; evaluate staff.
- Plan, organize, direct, develop policies, procedures and instructions for a centralized purchasing and materials service; contract management instructions, vendor management, cost reduction, procurement, logistic, and strategic sourcing related to supply partners and ensure compliance with federal, state and local laws.
- Establish goals, objectives, direct and coordinate activities of personnel engaged in buying, selling, and distributing materials, equipment, machinery, and supplies; allocate necessary resources.
- Maintain records of goods ordered and received; prepare and process requisitions, purchase orders for supplies and equipment.
- Evaluate District-wide needs for purchasing, contracts, orders implement plans, improve efficiencies, explore revenue generating projects/plans and/or make recommendations for identifying funding sources and/o consolidation of resources; take the lead on projects as assigned
- Manage warehouse activities including stocking, inventorying, accounting and surplusng various items.
- Manage the purchase, sale, and lease agreements for the District's real property; negotiate property deals as required
- Prepare reports and administer the program budget; monitor and review requirements and monitor monthly expenditures and prepare grants;
- Analyze market and delivery systems to assess present and future material availability; analyze measurements and external benchmarks to identify opportunities for continuous improvement.
- Confer with and advise division directors/managers regarding areas of purchasing, contract preparation, and administration materials services including legal purchasing considerations.
- Represent the District in negotiating contracts and formulating policies with suppliers; also represent the District at meetings and on committees
- Locate contractors/vendors of materials, equipment or supplies, and interview them to determine product availability and terms of sales.
- Participate in the development of specifications for equipment, products or substitute materials.
- Resolve vendor or contractor grievances, and claims against suppliers.

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Materials Management Supervisor (Continued)

- Prepare and conduct special projects as assigned.
- Perform related duties consistent with the scope and intent of the position as required.

QUALIFICATIONS

Knowledge of:

- Governmental purchasing laws and procedures including the Uniform Commercial Code
- Principles and practices of purchasing and contracts as related and applied to a public agency. Principles and practices of general real estate.
- Storekeeping and warehousing methods and practices including inventory control procedures. Types of supplies, materials, and equipment commonly used by sanitation districts including terminology and nomenclature
- General accounting principles and practices as they relate to capital and budget management.
- Principles and practices of organization, administration, budget, and personnel management. Safety hazards and appropriate precautions applicable to work assignments.
- Computerized purchasing, finance, and inventory system

Ability to:

- Interpret, apply and analyze District policies, local, state and federal laws regarding purchasing activities, including the significance of medical, health and other data obtained
- Analyze information and evaluate results to choose the best solution and solve problems
- To determine eligibility of contractors and vendors to perform services based on multiple variables
- Prepare and manage budgets.
- Monitor progress of ongoing projects
- Communicate clearly and concisely, both orally and in writing
- Build and maintain positive working relationships with employees and the public using high levels of customer service.
- Select, supervise, organize, train, and review the work of professional and support personnel.
- Prepare reports and/or grant applications.
- Maintain a professional demeanor and confidentiality in all circumstances.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE GUIDELINES

Training:

- Bachelor's degree from an accredited college or university in Finance, Accounting, Business or related field.

Experience:

- At least four (4) years working experience in a healthcare, public health, public agency or similar environment with extensive experience in contracting, purchasing services, inventory management supervision, and related financial systems, including two (2) years of experience managing or supervising a comprehensive program.

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Working Conditions:

- Mobility to work in a typical office setting and use standard office equipment.
- Vision abilities include close vision and the ability to adjust focus; to read printed materials and a VDT screen.

LICENSE OF CERTIFICATE

- Possession of an appropriate, valid Nevada driver's license.

Conditions:

All required licenses must be maintained in an active status without suspension or revocation throughout employment. Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.

New employees must complete Incident Command System training, ICS 100, ICS 200 and NIMS as a condition of continuing employment, prior to the completion of the probationary period.

FLSA Exempt
Bargaining Unit Eligible
Schedule 26