

Water Authority Position Description

WAREHOUSE MANAGER

| Status | Position Code | Level | Date |
|----------|---------------|-------|----------|
| APPROVED | WAMG | P27 | Mar 2017 |

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

MANAGE WAREHOUSING FUNCTIONS INCLUDING PROCUREMENT, STORAGE, AND ISSUANCE OF MATERIALS, EQUIPMENT, AND SERVICES NEEDED TO MAINTAIN THE WATER AUTHORITY INFRASTRUCTURE. MANAGE ACCOUNTING FUNCTIONS RELATED TO PURCHASING OF MATERIALS AND SERVICES AS WELL AS PAYMENT OF INVOICES.

MIN EDUCATION & EXPERIENCE REQ

BACHELOR'S DEGREE FROM AN ACCREDITED COLLEGE OR UNIVERSITY WITH MAJOR COURSE WORK IN ACCOUNTING, BUSINESS ADMINISTRATION OR A RELATED FIELD, PLUS FIVE (5) YEARS OF INVENTORY MANAGEMENT EXPERIENCE INCLUDING FOUR (4) YEARS DIRECT SUPERVISORY EXPERIENCE IN A MANAGEMENT AND/OR ADMINISTRATIVE CAPACITY.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE

SUPERVISION RECEIVED/EXERCISED

RECEIVE GENERAL DIRECTION FROM THE CHIEF FINANCE OFFICER.

EXERCISE DIRECT SUPERVISION OVER SUPERVISORY, PROFESSIONAL, TECHNICAL, CLERICAL, AND/OR BLUE-COLLAR STAFF.

ESSENTIAL FUNCTIONS

1. MANAGE WAREHOUSING FUNCTIONS INCLUDING PROCUREMENT, STORAGE, AND ISSUANCE OF MATERIALS AND EQUIPMENT NEEDED TO MAINTAIN THE WATER AUTHORITY INFRASTRUCTURE.
2. MANAGE ACCOUNTING FUNCTIONS RELATED TO THE PURCHASING OF MATERIALS AND SERVICES AS WELL AS PAYMENT OF INVOICES.
3. COMPLY WITH SAFETY REGULATIONS CONCERNING HANDLING AND STORAGE OF MATERIALS SUCH AS OSHA GUIDELINES, MSDS SHEETS, FIRE REGULATIONS, ETC.
4. SUPERVISE AND DIRECT THE WORK OF UNION AND NON-UNION EMPLOYEES IN WAREHOUSING AND ACCOUNTING AREAS.
5. IMPLEMENT AND MAINTAIN VARIOUS COMPUTERIZED PROGRAMS TO MAINTAIN INVENTORY CONTROL.
6. RUN REPORTS TO ANALYZE AND ADJUST INVENTORY LEVELS.
7. SOLICIT QUOTATIONS AND REVIEW SPECIFICATIONS FOR MATERIALS AND SERVICES REQUIRING QUOTES OR BIDS FOR PURCHASES AND CONTRACTS.
8. PREPARE FINANCIAL REPORTS TO ANALYZE INVENTORY COSTS FOR BUDGETARY PURPOSES.
9. WORK WITH MANAGEMENT EMPLOYEES AT ALL WATER AUTHORITY DIVISIONS CONCERNING THEIR WAREHOUSING NEEDS.
10. SERVE ON A VARIETY OF COMMITTEES AND TASK FORCES.
11. INTERVIEW AND HIRE WAREHOUSE AND FINANCIAL EMPLOYEES. PROVIDE AND COORDINATE STAFF TRAINING. WORK WITH EMPLOYEES TO CORRECT DEFICIENCIES. IMPLEMENT DISCIPLINE AND TERMINATION PROCEDURES.

SUPPLEMENTAL FUNCTIONS

1. RESPOND TO VENDOR INQUIRIES TIMELY AND COURTEOUSLY TO EFFECTIVELY RESOLVE ISSUES OR CONCERNS.
2. RESPOND TO WATER AUTHORITY STAFF INQUIRIES TIMELY AND COURTEOUSLY TO EFFECTIVELY RESOLVE ISSUES OR CONCERNS.
3. OVERSEE THE RESEARCH AND ANALYSIS OF SPECIAL PROJECTS. PREPARE REPORTS ON SPECIAL PROJECTS AS REQUIRED.
4. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

BASIC PRINCIPLES OF INVENTORY MANAGEMENT
BASIC PRINCIPLES AND PRACTICES OF WAREHOUSING
BASIC PRINCIPLES AND PRACTICES OF RESEARCH AND ANALYSIS
BASIC METHODS AND TECHNIQUES OF GOVERNMENTAL ACCOUNTING
BASIC PRINCIPLES AND PROCEDURES OF FINANCIAL RECORD KEEPING AND REPORTING
BASIC MATHEMATICAL PRINCIPLES
COMPUTER SOFTWARE WITHIN ASSIGNED AREA
MODERN OFFICE PROCEDURES, METHODS AND EQUIPMENT INCLUDING COMPUTERS

PREFERRED SKILL/ABILITY

CONDUCT RESEARCH AND COMPILE DATA
PERFORM FINANCIAL ANALYSES
PREPARE CLEAR AND CONCISE FINANCIAL REPORTS
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS AND SUPPORTING WORD
PROCESSING AND SPREADSHEET APPLICATIONS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE
CONTACTED IN THE COURSE OF WORK
MAINTAIN MENTAL CAPACITY WHICH ALLOWS THE CAPABILITY OF MAKING SOUND
DECISIONS AND DEMONSTRATING INTELLECTUAL CAPABILITIES
MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED
DUTIES AND RESPONSIBILITIES
MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR
MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND
OPERATING ASSIGNED EQUIPMENT
INTERPRET, EXPLAIN, AND ENFORCE WAREHOUSE POLICIES AND PRACTICES

WORKING CONDITIONS

WAREHOUSE/SHOP ENVIRONMENT AND OFFICE ENVIRONMENT; MAY BE SUBJECTED TO
LOUD NOISES, EQUIPMENT, DUST, CHEMICALS.

PHYSICAL REQUIREMENTS

ESSENTIAL AND MARGINAL FUNCTIONS MAY REQUIRE MAINTAINING PHYSICAL
CONDITION NECESSARY FOR LIGHT LIFTING, CLIMBING, STOOPING, OR SITTING FOR
PROLONGED PERIODS OF TIME.