

The University of Akron
Classification Specification

Job Title:	Mgr Central Stores	Job Code:	42321
Job Function:	Staff	Grade:	117
Job Family:	Classified	FLSA:	Exempt
SOC Description:	2000 Finance / Accounting Division	Date:	1/1/04;7/1/99

Job Summary:

Manage, coordinate and direct the Central Stores operation. Manages the areas of inventory, receiving, shipping, surplus property and gasoline inventory.

Essential Functions:

25% Monitor, order, receive, issue and perform record-keeping responsibilities for Central Stores inventory control. Prepare monthly gasoline inventory reports. Coordinate return of merchandise.

20% Administer the office supply program for the University.

20% Direct and control the University surplus property system identifying equipment to be kept for campus and items to be offered to the public.

20% Receive materials and equipment, verifying departmental expenditures and prepares all items for departmental delivery. Assist in the planning of activities relating to the Central Stores Function.

15% Respond to campus inquiries regarding the office supply program and surplus property inventory.

Education:

Requires 18 months of education or training beyond high school.

Licenses/Certifications/Requirements:

HAZ-MAT training and Industrial Safety Practices.

Experience:

Requires a minimum of 2 years experience in inventory control, warehouse management and supervision. Basic computer knowledge of spreadsheet, word processing and databases required. Knowledge of inventory control methods and basic accounting practices required. Strong communication, problem solving and ability to work with a diverse university community and vendors required.

Leadership:

Direct supervision and evaluation of work as a first-line supervisor over non-exempt staff including hiring, terminating, disciplining; or functional guidance and/or project leadership over exempt staff engaged in activities of a recurring basis.

Physical Requirements:

Considerable physical exertion required involving bending, stooping, crawling, climbing, lifting or carrying heavy items (over 50 lbs. -- 75 lbs.) and periodically (up to 1/3 of time) working in difficult or awkward positions.

Working Conditions:

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.