



MANAGER OF LOGISTICS

JC: UF130
PB: 9
FLSA: Exempt

BU: 95 (NR)
Created: May 2004
Revised: June 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, manages and oversees the operations and activities of the Inventory and Stores Logistics Division within the Procurement and Materials Management Department including the efficient flow of materials and goods throughout the District; provides complex administrative support to the Director of Procurement; performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification that is responsible, through subordinate professionals, for managing complex and professional administrative duties in the Inventory and Stores Logistics Division directing the efficient flow of materials and goods throughout the District. The classification is distinguished from the Director of Procurement in that the latter is responsible for directing and managing all operations and activities of the District's Procurement and Materials Management Department.

REPORTS TO:

Director of Procurement or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Manages services and activities of the Inventory and Stores Logistics Division including the efficient flow of materials and goods throughout the District.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

Manager of Logistics

Page 2

5. Develops and implements inventory and stores logistics procedures; ensures inventory assets are accounted for; oversees the maintenance of accurate records and inventory files.
6. Analyzes inventory cycles and determines inventory requirements to adjust material flow to meet department needs. Oversees the removal and disposition of obsolete stock.
7. Directs acquisition of storage facilities in planning space utilization and determine future space requirements for maximum efficiency.
8. Administers warranty control materials; coordinates items for return or reimbursement under warranty programs.
9. Conducts inventory audits by matching physical inventory to computerized records, and reconciles discrepancies to make recommendations to correct system deficiencies.
10. Monitors developments and legislation related to assigned area of responsibility to evaluate impact upon District operations. Recommends and implements equipment, practice and procedural improvements.
11. Selects, trains, motivates and evaluates assigned personnel. Provides and coordinates staff training to correct deficiencies and implements discipline or termination procedures.
12. Oversees and participates in the development and administration of the division's annual budget. Participates in the forecast of funds and monitor expenditures needed for staffing, equipment, materials and supplies.
13. Serves as the liaison for the Inventory and Stores Logistics Division with other divisions to negotiate and resolves sensitive and controversial issues.
14. Serves as staff on a variety of boards, commissions and committees to prepare and presents staff reports and other necessary correspondence.
15. Conducts a variety of organizational studies, investigations and operational studies. Recommends modifications to inventory and stores logistics programs, policies and procedures as appropriate.
16. Attends and participates in professional group meetings to stay abreast of new trends and innovations in the field of materials management.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive inventory and stores logistics program
- Principles and practices of inventory and stores logistics management and distribution
- Methods and techniques of receiving, storing, distributing and shipping materials and equipment
- Principles and practices of program development and administration
- Methods and techniques of evaluating and analyzing warehouse and storeroom space utilization.
- Inventory control computer business applications

Manager of Logistics

Page 3

- Procedures for inventory cost accounting
- Principles and procedures of recordkeeping
- Principles and practices of budget preparation
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in comprehensive inventory and logistics program
- Selecting, training, supervising and evaluating department staff
- Developing division goals and objectives
- Developing policies, procedures and standards
- Utilizing specialized computer applications for material management and inventory
- Determining space requirements
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals researching, analyzing and evaluating new service delivery methods
- Interpreting and applying related Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of the work

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Accounting, Business Administration, Economics, Public Administration, or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time) verifiable professional logistics management or inventory management or related experience which must include two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens; warehouse environment; exposure to noise, dust, and moving equipment.

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers

Census Code: 0150 – Purchasing Managers

Manager of Logistics

Page 4

Safety Sensitive: No