



## JOB INFORMATION

Job Code:	155016
Job Title:	Distribution/Materials Manager
FLSA Status:	Exempt
Supervisory:	Supervises employees and/or student workers.
Job Family:	Special Equipment/Material Handling
Job Family Group:	Administrative Support
Management Level:	5 Manager

## 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 QUALIFICATIONS:

### Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	Business Administration

### Additional Education

*Check here if experience may substitute for some of the above education.*

X Combined experience/education as substitute for minimum education

### Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	5 years	

### Additional Work Experience

*Check here if education may substitute for some of the above work experience.*

Combined experience/education as substitute for minimum work experience

### Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Management experience in materials and/or distribution environment.
X		Thorough knowledge of receiving and distribution of products, supplier agreements and inventory control.

**Knowledge, Skills and Abilities**

Req	Pref	Functional Skills
X		Knowledge and understanding of various compliance regulations.
X		Ability to manage storage areas in multiple locations.
X		Proven ability to conduct inventory audits and establish standard operating procedures.
X		Strong written and oral communication skills.

**Other Job Factors**

**JOB ACCOUNTABILITIES**

	% Time	Essential	Marginal	N/A
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.				

## JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Oversees central commissary receiving goods and products and for ensuring receiving, distribution and financial reconciliation requirements are adhered to.				

## Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	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.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: <a href="https://policy.usc.edu/mandated-reporters/">https://policy.usc.edu/mandated-reporters/</a>
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: <a href="https://dps.usc.edu/alerts/clery/">https://dps.usc.edu/alerts/clery/</a>			No

## ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.