

# The University of Texas at San Antonio

## *Job Description*

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Job Title: Manager of Distribution Services  
Code: 6468  
Salary Grade: 60  
FLSA Status: Exempt  
Department/Division: Materials Management  
Reports To: Director, Purchasing and Distribution Services

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## *Summary*

- Function: Perform and maintain operational oversight of Central Receiving, and provide advanced leadership and supervisory skills in performing various complex duties in support of the materials management functions within the Purchasing and Distribution Services Department (PDS).
- Scope: Responsible for the effective administration and supervision of all Central Receiving activities, including receipt, storage, and distribution of equipment, materials, and supplies, and for providing effective leadership and direction to other PDS materials management areas, such as mail services, records storage, and Downtown Campus Receiving.

## *Duties*

- Typical:
  1. Coordinate the work of Central Receiving personnel and other support personnel engaged in daily work assignments. Determine work schedules and assign areas of responsibility for Central Receiving Personnel. Assist in coordinating work assignments and schedules for other PDS materials management personnel.
  2. Ensure effective and secure receipt, storage, and distribution of equipment and materials administered by Central Receiving and General Stores.
  3. Develop and implement effective employee training and safety programs. Facilitate cross training programs, and ensure consistency in policy and procedures throughout the PDS Materials Management areas.
  4. Oversee the purchase of materials and supplies necessary for efficient operations, and inspect warehouse equipment for proper functioning and maintenance.
  5. Manage and oversee the Central Receiving accounting and budget processes, including the General Stores resell accounts; maintain complete and accurate records of all Central Receiving activities.
  6. Manage the receiving and mail services coding and tracking programs.

<p>Provide leadership to support the PDS materials management technology systems.</p> <ol style="list-style-type: none"> <li>7. Confer with departmental personnel regarding PDS materials management issues, questions, policies, procedures, and special problems; establish and maintain internal/external relations with vendors and other relevant agencies and organizations. Monitor, investigate, and perform problem resolution.</li> <li>8. Ensure departmental and institutional policies and procedures are properly followed.</li> <li>9. Develop and implement processes and policies to increase efficiency; proactively identify process improvement opportunities and support continuous improvement initiatives.</li> </ol> <ul style="list-style-type: none"> <li>• <u>Periodic:</u> <ol style="list-style-type: none"> <li>1. Provide leadership as necessary to other areas within PDS Materials Management regarding the effective and secure receipt, storage, and distribution of equipment and materials.</li> <li>2. Provide operational and planning reports as required.</li> <li>3. Develop strategic long-term budget plans.</li> <li>4. Attend meeting and conferences relating to materials management and purchasing functions.</li> <li>5. Perform other duties as assigned.</li> </ol> </li> </ul>
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***Education***

<b>Required</b>	<b>Preferred</b>
High School Graduation or GED.	Bachelor’s degree from an accredited institution.

***Other Requirements***

<b>Required</b>	<b>Preferred</b>
Must have the ability to administer and work cooperatively with all personnel, vendors, freight line workers and the University community, and other related agencies and organizations.	N/A
Criminal Background Check (CBC).	

***Experience***

<b>Required</b>	<b>Preferred</b>
Five years supervisory experience in a central receiving and warehousing environment with advanced knowledge of administering materials management programs, policies, and procedures.	N/A

### *Equipment*

<b>Required</b>	<b>Possible</b>
Advanced working knowledge of receiving and warehouse machines, equipment, materials, and tracking systems; working knowledge of standard personal computer systems, software, and office machines.	Knowledge of report generating techniques and systems.

### *Working Conditions*

<b>Usual</b>	<b>Special</b>
Typical receiving and warehouse environment.	Occasional exposure to hazards common in a warehouse including dust and fumes; outside weather conditions.

### *Supervision*

<b>Received</b>	<b>Given</b>
Broad instructions on policies and procedures from supervisor. Occasional consultation on problems and matters requiring more detailed review.	General supervision of all Central Receiving personnel. Provide leadership and direction to other PDS materials management areas.

### *Accuracy*

Proficiency in all phases of the duties performed.
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### *Security Sensitive*

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.
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### *Internal Control*

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.
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