Monterey County

DIRECTOR OF MATERIALS MANAGEMENT

DEFINITION

Under direction plans, organizes and directs the Division of Materials Management at Natividad Medical Center; coordinates and controls the acquisition, storage and distribution of all hospital supplies, equipment and materials at NMC; and does related work as required.

DISTINGUISHING CHARACTERISTICS

The Director of Materials Management is a single position class reporting to the Chief Financial Officer. It has responsibility for managing all acquisition, storage and distribution of supplies, equipment and materials at NMC. It supervises the purchasing and storage, central supply and linen distribution functions.

This position is distinguished from the next higher level of Chief Financial Officer which has responsibility for all financial related activities of NMC. This position is distinguished from the next lower level class in that each has responsibility for supervising a unit of the Division of Materials Management. It is further distinguished from the Purchasing Manager which is responsible for the County’s centralized purchasing activities.

EXAMPLES OF DUTIES

1. Plans, organizes and directs the work of the Division of Materials Management including strategic planning, establishing goals and objectives, controlling costs and improving efficiency.

2. Develops and implements computerized acquisition, inventory and distribution systems and controls, and facilities and manpower resources used in materials management.

3. Coordinates with and acts as a resource to hospital departments with respect to medical supplies, equipment and materials.

4. Maintains standards required by the Joint Commission on the Accreditation of Hospitals and other regulatory agencies relating to hospital supplies.

5. Supervises, trains, directs and evaluates staff; establishes performance standards and motivates and disciplines staff.
Director of Materials Management

6. Reviews contracts, purchase orders, market conditions and new products; negotiates with vendors and evaluates vendor performance

7. Coordinates activities with the County Purchasing Office

8. Services as chairperson of the Product Evaluation Committee to review and make recommendations regarding all new supplies and equipment.

QUALIFICATIONS

KNOWLEDGES/SKILLS/ABILITIES

A combination of experience, education and/or training which substantially demonstrates the following knowledge, skills and abilities.

Thorough knowledge of:

1. Hospital materials management systems, including computer applications to materials management

2. Principles of management analysis and organization necessary to formulate and implement administrative policies including cost controls and quality controls

3. Principles of personnel management including selecting, training, motivating, directing, evaluating, disciplining and supervising employees

4. Modern hospital supplies, equipment and materials

5. Administration of a complex, modern hospital

6. Regulations and laws governing the operation of hospitals in California.

Skill to:

1. Plan, organize and manage a comprehensive materials management program in a large, complex hospital

2. Develop and implement systems and procedures including computer applications to materials management

3. Prepare clear, comprehensive written and oral reports

4. Develop specifications and contracts, negotiate with vendors and evaluate vendor performance
5. Establish and maintain cooperative working relations with medical, professional, administrative and support personnel.

EXAMPLES OF EXPERIENCE/EDUCATION/TRAINING

The knowledge and skills above may be acquired through various types of training, education and experience, typically:

Experience: Four years of increasingly responsible supervisory, administrative or management experience in a hospital including at least two years in hospital materials management.

AND

Education: Completion of the requirements for a Bachelor’s Degree with a major in Business Administration, Economics, Public Administration or a related field.

PHYSICAL AND SENSORY REQUIREMENTS

The physical and sensory abilities required for this classification include:

1. The ability to read standard printed text and data on a computer terminal display screen.

2. The ability to hear telephone and face-to-face conversations in a noisy environment with multiple distractions.

CLASS HISTORY

Class Code: 14E90
Established: September 1993
Revised: 
Former Title:

Bargaining Unit: X
EEO Category: P

CW:gs
9/15/93

Approved by:

Date

9/15/93