



POSITION DESCRIPTION

Reference #2067 Version #6

POSITION: Manager, Materials

REPORTS TO: Director, Operational Finance

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Sitting – 6-7 hours/day	Lifting objects – 15 lbs. Max	Bending – Occasionally
Push/Pull - Up to 15 lbs.	Hearing ability – Good	Stooping – Occasionally
Standing – Less than 1 hrs/day	Visual ability – Good	Kneeling – Occasionally
Walking – Less than 1 hrs/day	Working above floor level – Occasionally	Crouching – Occasionally
Reaching - Occasionally	Ability to speak clear with diction – Good	

MENTAL & VISUAL DEMANDS:

Ability to read and evaluate technical information relative to the provision of Materials Management services that may be from meetings or journals, and to utilize this information to improve the efficiency and effectiveness of Materials Management. Ability to observe, recognize, assess, and communicate concepts to address public and patient questions. Required to hear, understand, and take appropriate actions in response to communications from other individuals. Ability to utilize effective negotiating skills and prudent purchasing practices. Ability to cope calmly and politely to stress from patients, patient families, vendors, departmental employees, or other spontaneous work related demands by medical and administrative staff. Ability to assess operational needs in accordance with hospital and government regulations to develop and implement action plans.

WORK ENVIRONMENT:

Office environment. Frequent interactions with physicians, nurses, and other individuals and groups. Possible exposure to hazardous chemicals or disinfecting agents. Northern Hospital is a tobacco free campus. In the event of inclement weather, this position is classified as non-essential. Non-essential personnel are not required to be at work, however; the absence will be recorded as an occurrence unless the employee has been instructed by his/her manager not to report.

NATURE OF WORK:

Plans, directs, supervises, and evaluates performance of individuals. Ensures appropriate department staffing and competency, equipment, adherence to regulations, record-keeping, and safe employee environment sufficient to meet staff needs within current hospital policy and budgetary guidelines. Plans, implements, monitors, and assures adequate Material Management operations. Ensures appropriate SDS sheets are obtained and maintained on all required products ordered. Able to work long or irregular hours in order to maintain supply requirements to meet patient care needs.

REQUIRED QUALIFICATIONS:

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- College course work in a business related field
- Two years previous experience in materials management services
- Two years of supervisory/management experience
- Strong computer skills

PREFERRED QUALIFICATIONS:

- Associates degree in a business related field

RESPONSIBILITIES

90% of time

1. Ensures appropriate integration of the department's services with NHSC's primary functions. Promotes NHSC's mission, vision, and values to staff. Participates on teams and committees related to scope of responsibility.
2. Oversees daily departmental operations of all Materials Management functions to include purchasing, storeroom, mail services, courier services, vendor sign-in program, GHX electronic ordering system, and MSDS online program as it relates to Safety Data Sheets.
3. Develops and oversees policies and procedures that guide and support the provision of services for the department. Ensures staff is informed of changes in policies affecting them. Conducts monthly departmental meeting for exchange of information, discussion of any issues, areas of improvement, etc.
4. Ensures a sufficient number of competent individuals to provide or deliver services. Applies fair and consistent treatment to staff regarding scheduling and time off requests. Ensures proper department specific orientation of new hires. Performs employee evaluations within the stated time frame.
5. Assists Materials Management/Accounts Payable staff in review of invoicing errors whenever necessary in maintaining payment of invoices.
6. Oversees ordering of inventory supply items and non-inventory supply items requested by purchase requisition based on purchase history in order to maximize hospital financial position.
7. Oversees integrity of Meditech materials management system relative to master maintenance, vendor sources, packaging, order quantities, etc. with assistance of Materials Management Assistant.
8. Assists Directors/Managers in establishing charge codes and pricing for supplies.
9. Assists personnel in obtaining information and pricing relative to supplies and equipment. Reviews contracts available to hospital through Group Purchasing Organizations, state contracts, etc. Compares and collates pricing for review when necessary. Makes recommendations to users about suggested alternatives to products based on pricing/contracts.
10. Meets with sales representatives as necessary to discuss needs, new products, problems, and negotiates best pricing relative to quality and hospital needs. Sets up evaluations and or value analysis meetings as necessary.

MISCELLANEOUS

10% of time

1. Adheres to all hospital policies and procedures those related to compliance, general and patient safety, infection control, ethical conduct, and personnel policies & procedures.
2. Maintains acceptable attendance, which includes providing proper notification and advance notice for absence/tardiness. Returns from breaks & lunch promptly.
3. Ensures strict confidentiality of patient and NHSC information at all times.
4. Assumes responsibility for attending all required in-service education classes including safety update program.
5. Works cooperatively and as a team player with co-workers.
6. Utilizes excellent customer service skills.
7. Performs additional duties as assigned.

Employee Signature: _____

Date: _____