



## Director of Materials Management JOB DESCRIPTION

Position Title:	Director of Materials Management	Exemption Status:	Exempt
Job Classification:		Job Code:	
Department:	Materials Management		
Reports to:	Chief Financial Officer		
Last Update:	January 26, 2014		

### Job Summary

Primary responsibility is the management and supervision of the evaluation, procurement, storage, and distribution of all supplies and equipment. The Director will oversee the daily operations of the Purchasing Office, Storeroom, and coordinates Group Purchasing Organization (GPO) contracts (with Premier Purchasing Contracts) and the Materials Management computer system.

### Essential Functions

- Promotes the mission, vision, and values of the organization
- Maintain in depth knowledge of GPO purchasing program and solid knowledge of other GPO product category programs
- Develop and maintain good working relationships with customer departments, the management team, and medical staff.
- Responsible for contract management
- Develop, maintain, and coordinate a system for regularly scheduling contract reviews
- Review routinely purchasing practices to assure that staff are procuring and utilizing appropriate contracts and tiers
- Ensure optimal participation in GPO agreements to maximize price savings, rebates, group redistribution and commitments
- Oversee the purchasing function utilizing acceptable purchasing practices
- Work with the hospital management staff to procure the appropriate supplies and equipment within agreed upon time frames
- Ensure that employee and patient safety is a primary concern in the selection of supplies and equipment
- Oversee the use of information technology in the purchasing and distribution process
- Coordinate upgrades to the system and use of new software applications
- Develop most suitable purchasing arrangement for commodities, including blanket contracts, standing orders and vendor stocking arrangements
- Coordinate the standardization of supplies and equipment within the organization
- Coordinate the resolution of equipment and supply quality and service problems with vendors
- Give consideration to environmental concerns in the selection of supplies and equipment
- Maintain a professional environment in interactions with vendors
- Responsible for selection of suppliers giving consideration to quality of service and cost to the Hospital
- Coordinate the reconciliation process for invoices with the Accounts Payable department when price and quantities do not agree with the purchase order
- Orient new leadership team members on purchasing policies and practices
- Assist in the preparation of the annual departmental operating and capital budgets; operates each function within the approved budget

## **Non-Essential Functions**

- Perform other duties as assigned

## **Professional Requirements**

- Adhere to dress code, appearance is neat and clean.
- Complete annual education requirements.
- Maintains standards of professional society procedures and ethical behavior.
- Maintain patient confidentiality at all times.
- Report to work on time and as scheduled.
- Wear identification while on duty.
- Participate in performance improvement and continuous quality improvement activities.
- Attend committee, CQI and management meetings as appropriate.
- Ensure compliance with policies and procedures regarding department operations, fire, safety, and infection control.
- Effectively and consistently communicates administrative directives to personnel and encourages interactive departmental meetings and discussions.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices.
- Communicate the mission, ethics and goals of the organization.

## **Qualifications**

- Bachelors of Science degree in Business Administration or related field
- Minimum of five years' experience in related field and/or health care facility
- Must possess a valid New Mexico driver's license

## **Knowledge, Skills, and Abilities**

- Knowledge of Material Management System
- Strong organizational and interpersonal skills
- Ability to use Microsoft Excel, Word and other computer applications
- Ability to maintain neat and orderly records and logs
- Ability to comply with OSHA regulations and CDC standard
- Ability to determine appropriate course of action in more complex situations
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work
- Ability to maintain confidentiality of all medical, financial, and legal information
- Ability to complete work assignments accurately and in a timely manner
- Ability to communicate effectively, both orally and in writing
- Ability to handle difficult situations involving patients, physicians, or others in a professional manner

## **Physical Requirements and Environmental Conditions**

- Physically demanding, high-stress environment
- Exposure to blood and body fluids, communicable diseases, chemicals, radiation, and repetitive motions
- Pushing and pulling heavy objects
- Full range of body motion including handling and lifting objects
- Manual and finger dexterity
- Hand and eye coordination
- Standing and walking for extensive periods of time
- Lifting and carrying items weighing up to 50 lbs
- Corrected vision and hearing to within normal range
- Work under stressful conditions
- Work irregular hours including after hours
- Work in varying degrees of temperature (heated or air conditioned)
- May review interior and exterior work locations that involve hazardous environments requiring protective equipment that conforms to OSHA regulations and some physical discomfort due to temperature, dust and noise.
- May be required to work in confined spaces, on ladders and rooftops, and in adverse weather conditions.

## **General Sign-off**

The employee is expected to adhere to all agency policies and to act as a role model in adherence to agency policies.

*The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.*

I have read, understood and had the opportunity to ask questions regarding this position description.

---

**Employee's Signature**

---

**Date**