

**MISSOURI VETERANS HOME PROGRAM
POSITION DESCRIPTION**

POSITION TITLE: SUPPLY MANAGER I

REPORTS TO: ADMINISTRATOR

OVERTIME STATUS: CATEGORY 1

ACCOUNTABILITY OBJECTIVE:

To develop and implement all purchasing contracts and agreements; materials; supplies; tools and equipment, so that consistency of quality and services are provided in a cost efficient manner.

QUALIFICATIONS:

Eligibility for classification of Supply Manager I on the Missouri State Merit Register.

STANDARD REQUIREMENTS:

- Demonstrate knowledge of and promote resident rights, including but not limited to the right to be free of restraints and free of abuse. Promptly report incidents or evidence of resident abuse or violations of residents' rights.
- Follow dress code guidelines as per MVC policy and procedure.
- Approach duties with a positive attitude and constructively support open communication, dedication and compassion.
- Maintain effective communication with residents, families and facility staff.
- Adhere to all established facility and commission policies and procedures.
- Promote positive employee relations.
- Participate in individual training plan as required.
- Work wherever needed within the department and facility.
- Ensure privacy of all protected health information to which he/she may have access.
- Apply objectives from offered training
- Perform duties in a safe manner minimizing the risk of on the job injuries.
- Demonstrate knowledge of emergency procedures and respond accordingly.
- Demonstrate understanding of the mission statement of the Missouri Veterans Commission Homes Program. Exhibit a willingness to work as a team member in carrying out the mission of the organization. Facilitate implementation of care systems, i.e., falls, infection control, quality management programs, etc.

ESSENTIAL JOB FUNCTIONS: (Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.)

- Assume responsibility for the procurement of assigned commodity/service areas for Missouri Veterans Home.
- Receive, approve and consolidate internal requisitions for materials, supplies and equipment; contact sources of supply to obtain price quotations and physical specifications; submit completed requisitions to the Division of Purchasing.
- Establish and/or assist the Division of Purchasing in establishing service contracts; aid program/facility staff in formulating scopes of work; and award or recommend the awarding of service contracts.
- Make direct purchases of supplies within limits allowed by state regulations; contact local sources of supply, obtain price quotations and select vendors.
- Maintain records of funds expended and encumbered on the basis of periodic accounting reports; check internal requisitions to insure that funds are sufficient to cover the estimated cost of the requested purchase.
- Provide supervisors and section heads with prices and related information as an aid in estimating budgetary requirements for procurement; prepare material substantiating the annual budget request as it relates to procurement.
- Confer with section heads and supervisors regarding procurement and fiscal matters; assist them in preparation of specifications for supplies, equipment and material.
- Serve as Home's Purchasing Card Coordinator consistent with the State of Missouri Purchasing Card Manual.
- Explain rules, regulations and procedures regarding the purchase of commodities and/or services to agency staff involved in procurement.
- Contact vendors to resolve problems with late shipments, damaged or incorrect products, and/or noncompliance with contracted services.
- Maintain contract files, notify affected programs/facilities of expiration dates; and process renewals, revisions and requests for discontinuance, as appropriate.
- Conduct research to determine industry standards and price breaks and to locate new, substitute and hard-to-find products.
- Arrange for the transportation and delivery of purchased equipment and supplies.
- Supervise a small office force in the preparation of requisitions and in the maintenance of related records.
- Use SAM II system on all supply ordering, requisitioning, inventorying and related work.
- Develop and maintain an effective program of annualized perishable and hard asset inventory and related accountability. Is the primary individual responsible for coordination of annualized inventory activity including interface with SAM II system.
- Respond to internal and external disasters such as fires, tornadoes, etc., in order to protect residents, staff and property.
- Adhere to infection control procedures as trained.
- Arrive to work on time and when scheduled, minimize unscheduled absences and schedule sick and annual leave responsibly, as established by Commission policies.
- Work overtime as needed.
- Work weekends, holidays, evenings, and nights as needed.

OTHER DUTIES:

- Edit Kronos time records and process for employees within the department.
- File with the Ethics Commission within 30 days of employment and annually thereafter.
- Other duties as assigned.

PHYSICAL REQUIREMENTS:

- Physical requirements and activities include: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing, and visual acuity.

RECEIPT AND ACKNOWLEDGMENT:

I acknowledge and understand that:

- The job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Job duties, tasks, work hours and work requirements may be changed at any time.
- Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations.
- I have read and understand this job description.

Print Employee Name: _____

Employee Signature: _____

Date: _____