**Class Summary**

The responsibilities of this classification include managing, supervising, and directing all phases of supply chain management involved in the purchase and acquisition of transit inventory.

**Distinguishing Characteristics**

This is a single level classification. This classification is distinguished from the Transit Section Manager in that incumbents are responsible for overseeing a process, not an assigned section. Incumbents coordinate with positions within the Transit Superintendent – Vehicle Maintenance classification which are responsible for directing supply operations at a transit worksite.

**Examples of Duties**

1. Plan, direct, and manage inventory, materials management, warehousing, and distribution operations for the Metro Transit Department (MTD).
2. Supervise, plan, and review work of assigned staff; hire staff consistent with assigned hiring authority; ensure consistent application of labor policies, contract provisions, and hiring guidelines; fulfill required responsibilities in grievance and arbitration processing and adjudication.
3. Set and track goals for inventory; analyze, forecast, and report on costs, trends, and performance metrics; prepare progress summaries and technical analyses, and present information to management and budget staff.
4. Participate in audits, technical, financial, and cost analyses and ensure audits are performed in compliance with federally mandated requirements.
5. Manage and administer the procurement budget; authorize expenditures and payments within designated authority level; provide budget recommendations.
6. Create bid specifications, bid evaluations, and awards with vendors; research alternative sourcing.
7. Develop and implement standard operating procedures (SOP’s), policies, projects, schedules, budget, contract requirements, and execution plans for all aspects of inventory procurement.
8. Participate and represent Vehicle Maintenance at internal and external work groups, project teams, committees, and task forces.
9. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of all applicable local, state and federal regulations that govern funding, procurement, contracting, and operation of mass transit inventory

Knowledge of operational, financial, and cost analyses

Knowledge of supply chain management principals and operations

Knowledge of financial principles and standards

Knowledge of human resources management, supervisory principles and federal, state, and local laws related to employment, civil rights, and affirmative action

Knowledge of the principles, practices and techniques of labor relations that include interest-based or collaborative labor negotiations as well as grievance and arbitration processes

Knowledge of workforce planning and budget administration

Skill in planning and delegating work assignments

Skill in conflict resolution, problem solving, and negotiation

Skill in statistical, cost, financial, and operational analysis

Skill in staff development and training

Skill in working with a variety of individuals from diverse backgrounds

Ability to work independently and as a team member

Skill in using current office software programs including word processing, spreadsheet, database and email

**Education and Experience Requirements**

Increasingly responsible experience in supply chain management and two years of supervisory experience in transit operations, public administration, or related field

OR any combination of education and experience that clearly demonstrates the ability to perform the job duties of the classification

**Licensing, Certification and Other Requirements**

Valid Washington State Driver License or the ability to travel throughout the county in a timely fashion

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | **Exempt (Executive)** |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | Created – 08/2019 |