



County of Greene, Missouri
Employment Vacancy Announcement

March 04, 2010

Greene County Highway Department

Materials Manager

Full time, 40 hour work week
Starting pay range: \$32,614.00 yearly

The Greene County Highway Department is seeking a qualified individual for the position of Materials Manager to maintain Department inventory records and supervise parts inventory and distribution personnel, under the general supervision of the Shop/Warehouse Supervisor, for Greene County.

Essential Duties and Responsibilities:

Maintains an inventory listing for 372 Department vehicles, including heavy equipment, repair parts, consumable goods and pre-expended items on the computer. Contacts local vendors and initiates purchases. Prepares bid sheets and related purchasing documentation. Develops work schedules in consultation with Shop Foreman. Supervises daily workload of materials department. Loads and unloads supplies and materials. Verifies receipts. Stores materials. Files material requests from county employees. Maintains storerooms security and safety. Establishes high and low range for stock limits. Establishes shelf life programs for perishable material. Rotates perishable materials to ensure use before expiration. Performs other duties as assigned. Must be team oriented and have a great attitude.

Minimum Experience and Training Qualifications:

High school diploma and vocational/technical training, knowledge, experience and ability regarding inventory control procedures, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Background in computer skills is essential. A valid class B Commercial Driver's license required. Must be able to meet physical requirements. Must be able to pass a background check and a drug test. Must be 18 years of age.

How to Apply:

Interested persons may complete an application at the Greene County Highway Department, 2065 N. Clifton, Springfield, MO 65803, or fax a resume, Attn: Ketrena, to 417-831-5216. Deadline to Apply: March 17, 2010.

Greene County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities.