

HUDSPETH REGIONAL CENTER



Jerrie T. Barnes, M.Ed.
Director

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To: All Departments
From: Chuck Oconner, Maintenance Director
Date: September 10, 2019
RE: Job Vacancy – Maintenance

CLASSIFICATION: Warehouse Manager II

SALARY: \$30,474.45

Minimum Qualifications:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the Mississippi State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EDUCATIONAL/ EXPERIENCE REQUIREMENTS:

Education: A Bachelor's Degree from an accredited four-year college or university; **AND** Three (3) years of experience related to the described duties.

OR

Education: Graduation from a standard four-year high school or equivalent (GED or High School Equivalency Diploma); **AND** Seven (7) years of experience related to the described duties.

OR

Substitution Statement: Related education and related experience may be substituted on an equal basis.

Examples of work performed in this classification include, but are not limited to, the following:

- Plans and supervises the receipt, storage, and proper distribution of stocked items and supplies.
- Prioritizes supply orders and ensures supplies needed at cottages, group homes, workshops, and campus buildings are delivered in a timely manner.
- Receives and approves orders for shipment and directs warehouse personnel in filling orders and shipping supplies.
- Takes physical inventories on a quarterly basis.
- Tracks and maintains accurate inventory records in database software.
- Requisitions materials and supplies and maintains an adequate level of stock to meet agency's needs.
- Validates invoices at the business office and verify items were received.
- Prepares reports concerning the receipt, storage, and issuance of property and supplies.
- Completes Performance Development Assessments on subordinate staff.
- Recommends for hire and trains warehouse personnel.
- Assumes responsibility for the security of the warehouse.

“A DEPARTMENT OF MENTAL HEALTH FACILITY”

- Performs special projects assigned by the Director of Maintenance.
- Performs related or similar duties as required or assigned.

Applications should be submitted to the Human Resources Department and will be accepted through Friday, September 13, 2019. If you should have questions, please contact Chuck Oconner, 601-664-6380.

THE STATE OF MISSISSIPPI/HUDSPETH REGIONAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER