



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
**WILLIAM D. PARTLOW DEVELOPMENTAL CENTER**

1700 UNIVERSITY BLVD., EAST  
TUSCALOOSA, ALABAMA 35403  
PHONE (205) 553-4550  
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JOHN M. HOUSTON  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT SYSTEM POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Materials Manager I  
(Assistant Warehouse Manager)

**NUMBER:** 08-05

**JOB CODE:** M65000

**DATE:** 02/06/08

**SALARY RANGE:** 60 (\$25,569.60 – \$37,960.80 Annually)

**POSITION #:** 8809382

**JOB LOCATION:** W. D. Partlow Developmental Center  
Tuscaloosa, Alabama

**QUALIFICATIONS:** Graduation from a standard high school, including or supplemented by completion of a course in bookkeeping or accounting. Experience (24 months or more) in requisitioning, receiving, storing, and issuing large quantities and wide varieties of supplies, equipment, and materials.

**KIND OF WORK:** This is responsible work supporting the Warehouse Manager with directing consolidated warehousing and distribution operations at a centralized location for four Mental Health and Mental Retardation facilities in the Tuscaloosa area. Duties and responsibilities include the following: Assist (serve in the absence of) the Warehouse Manager with the provision, management and coordination of warehousing functions to include the ordering, receipt, handling, storage, pulling and dispatch of stock, as well as maintenance of related records. Plan / assign / schedule / supervise work of stock clerks. Monitor / evaluate the work performance of stock clerks and clerical staff to assure warehousing goals / objectives are met, implementing corrective action as necessary. Compile information and prepare financial reports as assigned. Manage / conduct / assure provision of all functions associated with medical supply inventories. Establish / review / revise / maintain stock control systems and inventory management principles applied by stock clerks to include re-order points, safety stocks, order quantities and order processing procedures. Communicate with facilities / departments in receipt of warehouse services and vendors to monitor / assess the quality of services delivered and resolve any issues that may arise. Assure the safety, cleanliness and security of the warehouse environment.

**KNOWLEDGE, SKILLS AND ABILITIES:** Ability to effectively direct / assist with the overall management of a large consolidated warehouse program. Knowledge of established warehouse / inventory management principles. Experience using a computerized inventory control system (i.e. SNAP). Ability to effectively supervise / coordinate / evaluate the work of warehousing staff. Familiarity with / knowledge of a wide variety of inventory categories common to a residential facility, including medical / health care items. Ability to effectively resolve problem issues and/or concerns of facilities. Ability to compile and analyze information and generate concise written reports. Knowledge of / experience conducting property inventory management. Knowledge of and experience developing warehouse / inventory control policies and practices. Ability to monitor / evaluate stock items maintained on inventory for appropriateness. Knowledge of and ability to assure effective warehouse safety and security practices. Ability to work effectively with vendors and other suppliers to assure appropriate products are obtained and any problems / issues are resolved. Knowledge of / ability to effectively use the PC and related business / office management software.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience, and education, and should provide adequate work history identifying experience related to the duties and minimum qualification requirements mentioned above. All relevant information is subject to verification. Drug screens and security clearances will be conducted on prospective applicants given serious consideration for employment and whose job requires direct contact with facility consumers.

**HOW TO APPLY:** Use an official DMH/MR Application for Professional Employment, which may be obtained from this facility's Personnel Office. If applicable, an official copy of your academic transcript from the university or college from which you received your degree is required and must be forwarded by that college or university to the Partlow Personnel Department. **The application and supporting documentation must be returned to W. D. Partlow Developmental Center, Personnel Office, P. O. Box 1730, Tuscaloosa, AL 35403 by close of business on \_\_\_\_\_ in order to be considered for this position.**