

 Oroville Hospital	<b>Job Description for  Director of Materials  Management</b>	Department: <b>Purchasing</b>
		Dept.#: <b>8400</b>  Last Updated: <b>7/24/08</b>

### **Reports To**

Chief Executive Officer

### **Job Summary**

The Director of Materials Management is responsible for developing and implementing objectives, strategies and tactics for Material Services in support of Oroville Hospital’s goals and objectives in order to promote efficient and effective patient care, also administers strategies to ensure optimal level of departmental customer service and communication efforts.

### **Duties**

1. Provides strategic direction for materials and supply chain distribution functions for Oroville Hospital in the areas on inventory management, quality assurance and value improvement
2. Provides management oversight to managers and supervisors to ensure high level of customer satisfaction and fiscal responsibility
3. Serves as a resource to material management team regarding process, procedures and systems; and facilitates charges as needed
4. Plans, coordinates and administers the operational, financial, administrative and technical operations of material management
5. Attains conformance to budgetary, planning and objectives, and initiates corrective action as necessary
6. Works collaboratively with medical, nursing and staff in Materials Management to develop and maintain programs and processes designed to ensure compliance of service
7. Recommends and establishes organizational committees related to the effective functioning of the organization objectives; seeks opportunities to promote the vision and values of the organization
8. Serves as an operational and technical resource to materials management in the communication and resolution of related issues; negotiates successful resolutions and provides education about materials management
9. Ensures appropriate allocation of personnel to meet staffing and scheduling needs, assists subordinate leaders in resolving employee relations issues; may participate in the interviewing, selection hiring and training of staff
10. Managing and optimizing supplier performance, including continuous improvement, innovations, obsolescence and reduction in total cost of ownership

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11. Performs other related duties incidental to the work described herein

### **Qualifications**

1. Analytical, organizational and communications skills generally acquired through completion of a bachelor's degree
2. Master's degree preferred
3. A minimum of seven years progressive responsible experience in a healthcare setting including one year of experience in the management of resource, materials, supplies or sterile processing

### **Lifting Requirements**

Very Heavy- is considered generally lifting objects in excess of 100 lbs. with frequent lifting and/or carrying of objects weighing 50 lbs or more.