

STATE OF WISCONSIN  
CLASSIFICATION SPECIFICATION

MATERIALS MANAGEMENT DIRECTOR

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional supervisory positions located within the Department of Veterans Affairs, Division of Veterans Home, which function as the Director of the Bureau of Materials Management. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Inclusions

This one-position classification specification encompasses the professional supervisory position located within the Department of Veterans Affairs, Division of Wisconsin Veterans Home, which functions as the Director of the Bureau of Materials Management. The position allocated to this classification supervises and directs the Bureau's purchasing, commissary, laundry services, printing/duplicating and supplies, inventory, and office supplies programs; and meets the statutory definition of supervisory as defined in Wis. Stats. 111.81(19). The position in this classification is also responsible for program planning, policy and procedure input and development, and supervision of staff within their respective program area.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions located outside of the Department of Veterans Affairs or positions which do not function as the Director of the Bureau of Materials Management.
2. Positions which do not meet the statutory definition of supervisory as defined in Wis. Stats. 111.81(19).
3. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter the position within this classification by competitive examination.

## **II. DEFINITIONS**

### **MATERIALS MANAGEMENT DIRECTOR**

The position allocated to this classification functions as the Director of the Bureau of Materials Management within the Department of Veterans Affairs, Division of Wisconsin Veterans Home. This position supervises and directs the following program areas for the Bureau: purchasing, commissary, inventory, printing and office supplies, and laundry.

## **III. QUALIFICATIONS**

The qualifications required for this position will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

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