

University of Houston – Clear Lake

Position Description

Job Title: **Supervisor, Operations**

Job Code: **5718**

Pay Grade: **100**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	High school diploma or GED.	High school diploma with some college.
Experience	One year receiving and supervisory experience.	Managerial/supervisory experience necessary to effectively run multiple departments.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Supervise the following Operations Support units: Shipping/Receiving Dock, Mail Room and Central Stores. This includes personnel, Stores inventory, physical distribution of merchandise, mail distribution, maintenance of equipment and record keeping.

Duties and responsibilities	% Time
Supervise and direct employees of Shipping/Receiving, Mail Room and Central Stores.	45
Assist Shipping/Receiving dock employees with receiving, verifying, inspecting merchandise, delivering merchandise, returning of merchandise to vendor, completing receiving reports and other associated paperwork.	20
Establish delivery schedules for employees. Assist in monitoring inventory levels in Central Stores. Stay up to date on changes in US Postal regulations. Assist other departments and perform other associated functions as needed.	20
Approve leave requests, sign and verify time sheets, conduct performance assessments and follow disciplinary policies and procedures and take necessary action as needed. Recommend departmental policies and procedures as needed.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.