

MINNESOTA STATE COLLEGES AND UNIVERSITIES
Winona State University

Employee Name:	Position Control Number: 00205790
Department/Division: Facilities Services Storeroom/Purchasing Manager	Classification Title: CSAS Senior
Prepared By:	Working Title: Facilities Services
<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative <input type="checkbox"/> Unlimited <input type="checkbox"/> Seasonal <input type="checkbox"/> Temporary <input type="checkbox"/> Limited	<i>If Exempt, attach required documentation</i> If seasonal, list months during the season worked
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intermittent Percent if not full-time %	Date Prepared: 04/24/2026

This position description accurately reflects my current job.		This position description reflects the employee's current job.	
Employee Signature	Date	Supervisor Signature	Date

POSITION PURPOSE *(why position exists; how it helps accomplish mission of the department/division)*

The Facilities Services maintenance supply storeroom has over 5,000 miscellaneous parts, supplies, chemicals, and industrial equipment products in inventory. The Facilities Services mailroom is designated as the primary WSU campus mailroom for all incoming and outgoing mail and parcels. The mailroom serves all faculty, staff and administration across multiple departments in several buildings and offices.

The purpose of this position is to serve as the:

- primary purchasing agent for the Facilities Department; coordinates and manages the purchase of storeroom inventory and non-inventory items. The incumbent will order and issue supplies to 70+ department personnel, and will determine inventory needs by analyzing usage reports. Analyze cost options and make purchasing decisions that impact the entire facilities budget.
- primary mailroom clerk for the WSU Campus mail services; coordinates day to day operation of the campus mailroom activities including receiving, sorting, delivering and processing a wide variety of incoming and outgoing mail and parcels. Manage mailroom accounts and expenses.

This position provides technical, office and administrative support to the Facilities Business Manager and other staff as well as assists with shipping/receiving and surplus. It is understood that other tasks are required to be performed and that this position involves all tasks which are required or desirable to be done in connection with the performance of each responsibility, whether such tasks are specifically stated, described or listed.

RESPONSIBILITIES AND RESULTS

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1. **Serve as the primary purchasing agent for a large, multifaceted Facilities Service Department Storeroom inventory. Develop, analyze, and revise inventory processes and procedures as needed for maintaining accuracy. Process, monitor and analyze all inventory transactions. Maintain up-to-date accounting of all activity and records in the inventory software budget.**
 - Enter purchase orders, inventory received and disperse information into Main Saver to maintain accurate records of inventory stock.
 - Review and analyze activity records of inventory products. Determine if established order points meet current needs or are obsolete and adjust as needed. Adjust descriptions, minimum and maximums and label with location.
 - Analyze usage trends of products and adjust.
 - Contact vendors to obtain part numbers, pricing, availability, etc. prepare and process product orders, expedite as needed and record all purchasing requisitions.
 - Order and receive all storeroom inventory and non-inventory products.
 - If new inventory products are ordered, create and add an electronic record of the product in MainSaver. Records for current products are to be updated in MainSaver as well for accuracy.
 - Print barcode inventory labels and all parts received with MainSaver inventory numbers and storeroom locations as needed to ensure all inventory is labeled properly.
 - Create space in storeroom for new inventory products or stock current inventory products in the proper locations in the storeroom. Accuracy is critical as the storeroom is very large and a lot of time can be wasted looking for items not put in designated locations.
 - Ensure storeroom is organized in a manner that is easy for employees to use.

Priority: A Discretion: A Essential Percent of Time: 50%

2. **Serve as the primary agent to oversee purchasing processes and procedures for storeroom inventory and non-inventory products.**
 - Generate monthly Usage Report to determine cost centers to be charged for products dispersed from the storeroom. Electronically process chargebacks to various WSU department cost centers using cost allocations..
 - Receive, reconcile and process credit card statements per Business Office timelines. Retain all necessary credit card records.
 - Compare packing slips against product order to determine accuracy. Reconcile with vendor and/or freight carrier on damaged goods or shortage of shipment.
 - Approve payments of invoices.
 - Generate monthly Inventory Usage Reports to determine what cost centers need to be charged for products dispensed from the storeroom. Utilize the date in this report and analyze it for discrepancies.
 - Other duties as assigned; includes, but not limited to, serving as back-up when CSAS Int., in the Facilities Services Receiving/Storeroom Department, is not available.

Priority: A Discretion: A Essential Percent of Time: 35%

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- 3. Serve as the primary contact for Mailroom services. Annually encumber funds for Mailroom operations, manage purchase orders to meet the needs to process multi-faceted mailing options.**
- Oversee mailroom operations to receive, deliver and process mail for the WSU campus. Analyze cost options for USPS, Fed Ex and UPS.
 - Monitor and evaluate expenses, budget balances, and paperwork on each annual open purchase order.
 - Encumber and maintain purchase orders to cover cost of mail expenditures for the fiscal year. Record transactions, approve and process invoices for payments, close purchase orders at the end of the fiscal year.
 - Perform chargebacks for postage and shipping charges to various WSU department cost centers using MnSCU ISRS accounting system.
 - Perform other duties as assigned to ensure the smooth functioning of the department and maintain the reputation of the organization as a viable business partner.

Priority: A Discretion: A Essential Percent of Time: 15%

*Priority: Essential=if responsibility is reason job exists, is a highly specialized task or one that requires special education or training licensure, requires a great % of time, has a high level of accountability (consequences are considerable to others or the institution if failure to perform), the responsibility is essential; Secondary=if not essential, then responsibility is secondary; **Discretion (optional):** A=Employee investigates situations, makes decisions, takes appropriate action reports by exception and through normal review processes; B=...reports to supervisor immediately after action is taken; C=...makes decisions with supervisor....reports to supervisor immediately after action is taken; D=Employee discusses situations with supervisor before investigation, makes decisions with supervisor, takes appropriate action, and reports to supervisor immediately after action is taken.*

KNOWLEDGES, SKILLS, AND ABILITIES

Minimum Qualifications *(expected to have to enter job)*

- **Math**-Sufficient to add, subtract, multiply and divide when working with budgets.
- **Typing Keyboarding(40WPM)**-Sufficient to draft correspondence for the department
- **Data Entry Performance**-Sufficient to enter budget and inventory information into ISRS and databases utilized.
- **Communication Skills**-sufficient to communicate with customers of the department via email and in person,
- **Word Processing**-sufficient to draft correspondence for the department
- **Spreadsheets**-sufficient to enter budget information into databases and manipulate the data
- **Bookkeeping**-sufficient to monitor the department budgets and make recommendations on discrepancies
- **Customer Service Skills**-sufficient to serve as a representative for the department and greet customers
- **Lead Work Skills**-sufficient to provide daily work to the students in the office and other members of campus of department timelines
- **Development of Administrative and Programmatic Procedures**-sufficient to continually monitor processes for the department and make suggestions for procedure modification
- **Driver's License**-Sufficient to drive the University owned vehicles as needed to deliver mail and packages to the different buildings on campus.
- **Ability to be Forklift Certified and operate the forklift and other warehouse equipment such as a pallet jack.**
- **Ability to bend, stoop, lift crouch, push/pull and stand for long periods of time** to handle physical tasks such as stocking, retrieving and moving materials and supplies

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- Ability to climb and squat on occasional basis
- Ability to move across campus on a daily basis.
- Ability to lift 50lb packages on a regular basis, ability to lift 80lbs occasionally, and 105 lbs with assistance occasionally.
- Ability to work in adverse weather conditions such as heat, cold, rain, wind and snow.

Preferred Qualifications *(desired but not expected to have to enter job)*

- Ability to demonstrate excellent human relations, oral and written communication and customer service skills sufficient to serve the campus community as a representative of the department.
- Ability to demonstrate a high degree of critical thinking and problem-solving skills sufficient to identify time sensitive issues and bring to resolution.
- Ability to demonstrate strong organizational and time management skills to exercise sound judgement.
- Experience in a professional office setting and knowledge of office practices and principals sufficient to establish deadlines, design workflow, and assign work so that all services are provided in a cost effective manner.
- Experience working with budgets and cost allocation.
- Demonstrated high degree of attention to detail.
- Demonstrated ability to work in a fast-paced environment and multi-task.
- Demonstrated ability to be a self-starter and work independently.
- Excellent knowledge of Microsoft Office Products (Word, Excel, Outlook) and the Internet to search and order online.
- Knowledge of Federal and State postal regulations sufficient to process all types of mail. Knowledge of USPS, UPS and FedEx and other delivery company procedures.
- Ability to work in an environment with multiple interruptions and be flexible enough to accept interruptions and remain professional.
- In depth knowledge of automated and manual inventory stores practices and management.
- Diverse knowledge of maintenance and industrial parts, supplies, and materials.

RELATIONSHIPS

This Position Reports to *(provide class title, not person's name):* **Business Manager 1**

Supervises *(classification title; FTE; # in position; note if providing work direction only)*
1-3 Student Workers

Internal and External Clientele and Purpose of Contact *(the most significant job related contacts)*

The employee has daily written and oral contact with a large, diverse group of people including approximately 70+ Facilities Services supervisors, employees and student workers, WSU classified staff (Business Office in particular), faculty, students, parents, sales reps, private contractors, freight

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companies, freight drivers. Interactions center around the need to: answer technical questions and problem solve; provide direction related to purchasing and payment policies/procedures, implement inventory and budgeting processes; obtain pricing and quotes.

PROBLEM SOLVING *(most difficult types of problems to resolve and consequence of error/non-resolution)*

It is critical the employee work independently for timely resolution to questions or problems that arise related to Facilities Service purchasing, storeroom inventory and mailroom. This position will need to effectively manage and monitor day-to-day issues and problems in order to determine the cause and how to best resolve for the future. This position must ensure that all transactions are in compliance of laws, contracts and policies/procedures. The employee will work with staff in helping them understand timetables, quality standards and policies/procedures. The employee will require to independently conduct product and inventory searches, determine priorities, and perform duties to achieve established objectives and meet deadlines.

FREEDOM TO ACT

Budget *(\$ authority and/or type of impact on budget, i.e., signatory, manage, monitor, recommend)*

The employee has access to and knowledge of facilities budgets which are estimated at \$1.4 million. This position performs chargebacks, cost allocations and maintains data that impacts the entire facilities budget. Manage multiple mailroom and inventory budgets. Budgets are monitored monthly for accuracy. The employee has access to a University issued credit card and is responsible for managing a credit limit of \$10,000.

Decision(s) Position Makes and Decision(s) Referred to Higher Authority

The employee is to be self-directed and is expected to be the expert and primary resource for all matters related to the Facilities Services purchasing, storeroom inventory and mailroom. The employee will be expected to have the knowledge and other expert contacts whereby they can independently assess a problem situation and develop the most effective approach to the problem. In case of extremely problematic, sensitive or controversial situations, the employee will be expected to determine pertinent facts, outline the options available, the advantages and disadvantages of each option and make recommendations to the Facilities Services supervisory staff. The employee is expected to act independently in working with staff members and departments to resolve issues that arise. Most day-to-day problems are solved directly. The employee is expected to monitor day-to-day issues and develop suggested approach to minimize problems in the future. Provide leadership in problem resolution and process improvement for Facilities Services purchasing, storeroom inventory, and mailroom by making recommendations internally and implementing procedures that improve administrative systems.

All employees must comply with department and institution procedures and policies, MnSCU policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty.

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