

# MIAMI-DADE COUNTY PUBLIC SCHOOLS

## JOB DESCRIPTION

CLASS TITLE: Materials Management Aide

JOB CODE: 4430

DEPARTMENT: Stores and Distribution/  
Transportation

PAY GRADE: 21(UO)

DATE: 01/29/01

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### BASIC OBJECTIVES

This is secretarial and limited administrative work. The work involves coordinating the work of the department's clerical and administrative support staff and assisting managerial and administrative personnel in maintaining the day-to-day operations of M-DCPS central warehousing and distribution facility.

### JOB TASKS/RESPONSIBILITIES

1. Assigns, reviews, and coordinates the work of the department's clerical and administrative support staff.
2. Assists managerial and supervisory staff as directed in maintaining the day-to-day operations of the work unit.
3. Establishes and maintains work procedures and recommends such changes as necessary to achieve effective operations.
4. Assists with the preparation of the work unit's operating budget; assembles information for budget planning, cost allocation, budget projection and prepares budget documents.
5. Maintains accounting and financial management records; posts, adjusts and reconciles accounts; maintains attendance records and prepares work unit's payroll.
6. Assembles and maintains information pertaining to the various aspects of department operations and prepares summary reports as requested.
7. Receives, routes, and responds to telephone calls; schedules meetings and keeps appointment calendars; prepares a variety of correspondence, memoranda and reports; operates CRT's to access various information systems.
8. Acts a liaison with other M-DCPS departments (Procurement, Accounting, Risk Management, Personnel) on matters pertaining to operation, policy and procedures.

9. Performs related work as required or as assigned.

### **PHYSICAL REQUIREMENTS**

This is sedentary work which requires the following physical activities: climbing, balancing, bending, stooping, crouching, twisting, reaching, sitting, standing, walking, lifting, finger dexterity, grasping, repetitive motions, talking, hearing and visual acuity. The work is performed indoors.

### **MINIMUM QUALIFICATION REQUIREMENTS**

1. Graduation from high school or an equivalent recognized certificate.
2. College-level coursework in office management, business administration, or related discipline.
3. Considerable progressively responsible secretarial/clerical experience, including some experience in materials management or purchasing.
4. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 01/15/87, 04/14/93