



## ASSISTANT LOGISTICS PROGRAM MANAGER

JC: 000019

PB: G

FLSA: Exempt

PC: 890

BU: 31 (AFSCME)

Revised : June 2015

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Develops and manages the implementation of logistics support for the operations of Lean Maintenance/Manufacturing of BART Rolling Stock & Shop Secondary and Primary Repair Facilities; coordinates assigned activities with other divisions, departments, outside agencies, consultants, and District personnel; conducts trainings, evaluations, and monitors payroll for logistics personnel; provides highly complex administrative support to the Department Manager, Procurement; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class is responsible for supervising and coordinating the Inventory and Stores Logistics Division efforts in directing materials and goods throughout the Rolling Stock & Shops organization. The position is also responsible for transformation of current process to support the lean production environment and "Just in Time" delivery philosophy. The incumbent is expected to exercise considerable latitude and independent judgment utilizing District and department policies, procedures and objectives and developing new ones as needed.

### **REPORTS TO:**

This position reports to the Manager of Logistics or his/her designee.

### **EXAMPLES OF DUTIES-** *Duties may include, but are not limited to, the following:*

1. Develops and administers goals and objectives for the Strategic Management Program (SMP); recommends and delivers policies and procedures; assigns work tasking and administrative duties to personnel.
2. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; reviews reports and recommends within departmental policy; appropriates service and staffing levels; and recommends new policies as appropriate to the change process.
3. Develops and implements inventory and stores logistics procedures; performs warehouse

maintenance in the form of inventory management; evaluates warehouse equipment daily.

4. Assists in the analysis of inventory cycles; determines inventory requirements; adjusts material flow to meet department needs; oversees the removal and disposition of obsolete stock.
5. Assigns work activities and projects; may review and evaluate work products, methods and procedures; assists in the selection, training, motivation, evaluation and performance management of store personnel in accordance with applicable collective bargaining agreements; may meet with staff to identify problems, resolve discrepancies and implement discipline.
6. Collaborates with operational counterparts and outside subject matter experts to develop and implement effective logistics solutions, workflow processes and procedures.
7. Performs administrative support including time keeping, vacation, and leave tracking.
8. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to inventory and stores logistics programs, policies and procedures as appropriate.
9. Attends and participates in professional group meetings; attends weekly maintenance meetings; stays abreast of new trends in lean manufacturing and innovations in the field of materials management.
10. Manages stores and logistics operations at various locations (Concord, Daly City, Hayward, Richmond).

## **QUALIFICATIONS**

### **Knowledge of:**

- Operational characteristics, services and activities of a comprehensive inventory and store logistics program
- Principles and practices of inventory and stores logistics management and distribution
- Methods and techniques of receiving, storing, distributing, and shipping a wide variety of materials, equipment, and parts
- Principles and practices of program development and administration
- Understanding of basic accounting practices and payroll procedures
- Inventory control computer business applications
- Procedures for inventory costing and accountin
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

### **Skill/Ability in:**

- Leading and influencing subordinates in a changing work environment
- Coordinating and participating in the management of a comprehensive inventory and stores logistics program
- Coordinating the work of lower level staff
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals and objectives
- Developing and implementing policies, procedures and work standards
- Resolving discrepancies and implementing discipline when appropriate

- Preparing and administering program budgets
- Utilizing specialized computer applications for material management and inventory control for inventory requirements
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing, and evaluating new service delivery methods and techniques
- Interpreting and applying related Federal, State and local policies, laws and regulations
- Communicating clearly and concisely, both orally and in writing
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in business administration, public administration, accounting, economics or a closely related field from an accredited college or university.

#### **Experience:**

Four (4) years of (full-time equivalent) verifiable professional inventory and stores logistics management experience which must have included at least one (1) year of administrative and/or supervisory experience.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

#### **Other Requirements:**

Must possess and maintain a valid California driver's license and have a satisfactory driving record; Lean Six Sigma Certification; basic accounting skills; and basic understanding of warehouse and/or supply management.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens; warehouse environment; exposure to noise, dust, grease, weather, and moving equipment.

#### **Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing, or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 1500 – Supervisors/Other  
**Census Code:** 0430 – Miscellaneous Managers  
**Safety Sensitive:** No