

# NEW CASTLE COUNTY GOVERNMENT

Number 0148

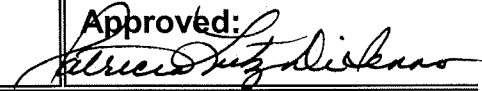
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Date 05/01/01

## CLASS SPECIFICATION

Title: MANAGEMENT AND PRODUCTIVITY MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Oversees and manages productivity programs within the Special Services Department; plans, controls and manages the activities of the central warehousing, storing and receiving, records archives and library storage functions for New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for coordinating the operations of the central warehousing, storing and receiving, records archives and library storage functions for New Castle County. This employee manages and oversees management and productivity studies of the department in the areas of risk management, employee assistance, worker's compensation, internal efficiency auditing and systems review. This employee works under administrative supervision.

### EXAMPLES OF WORK: (Illustrative Only)

- Establishes work methods, priorities and performance standards for various systems of the department;
- Develops procedures for storage area layout, location symbols and property location system;
- Supervises, trains, instructs and evaluates employees;
- Manages and develops a records management program for the County;
- Coordinates central warehousing, storing and receiving functions within County departments and other required agencies which includes issuing, returning, receiving, inventorying, relocating, inspecting and disposing of property;
- Prepares and oversees the operating budget for related functions;
- Performs special assignments as determined by the general manager;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of the laws and regulations governing warehousing, material management, central receiving and disposition of property; thorough knowledge of principles and practices of management; ability to conduct organizational and management studies to determine productivity; ability

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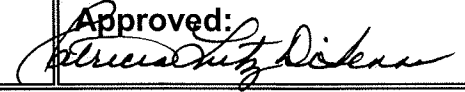
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Approved:



to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships; ability to analyze and evaluate programs and operations; ability to supervise the work of others; ability to pass a Class III County physical examination.

**ACCEPTABLE EXPERIENCE AND TRAINING:** At least seven years progressively responsible experience in central services, warehousing and receiving, three of which must have been at the supervisory level, and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration or related field; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**HISTORY OF REVISIONS:**

Established: 11/01/97  
Revised: 05/01/01