

## Job Description

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<b>Job Title:</b>	Director, Central Stores
<b>Department:</b>	Central Stores
<b>Reports To:</b>	Vice President, Administration and Finance
<b>Jobs Reporting:</b>	Manager, Central Stores Bulk Mailing Coordinator Department Administrator
<b>Salary Grade:</b>	USG 13
<b>Effective Date:</b>	August 2019

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### **Primary Purpose**

The Director, Central Stores is accountable to the Vice President, Administration & Finance for the achievement of the long range strategic planning as well as the day-to-day business operations of University related on-campus and off-campus delivery systems including mail service, shipping, receiving, moving, storage, surplus, warehouse product disbursements (Stores Requisitions), waste management (fine paper products), confidential shredding, e-waste material handling/recycling, specific courier delivery routes, centralized digital imaging process and gas cylinder management.

### **Key Accountabilities**

#### **Campus Service**

- Directs and leads staff to provide safe and efficient delivery of product and services throughout the entire university community including the UW satellite campuses in Cambridge, Stratford and Kitchener.
- Generates new ideas and innovative service protocols to meet the continually changing university community requirements.
- Provides safe and secure delivery/pickup processes for campus gas cylinders in excess of 5000 per year.

#### **Staff Organization and Leadership**

- Maintains effective employee relations of staff reporting to the position while fostering a client focused service oriented environment.
- Oversees hiring, staff performance, salary administration and reclassifications.
- Ensures adherence to university and government safety guidelines.
- Interviews and approves applicants for positions within the department.
- Handles disciplinary issues according to human resources guidelines.

#### **Budget Control**

- Develops and administers the business unit budget.
- Operates within allocated resources; ensures the efficient use of human, fiscal and physical resources.
- Approves all purchases made by the department.

#### **Strategic and Operational planning**

- Develops short and long term planning within the department to support the university's strategic and operational direction.
- Develops long-term goals and procedures to ensure the viability of the department within the university community.

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- Plans and maintains current department specifications, service level standards, work processes and services.
- Provides leadership for procurement of products and contracted services for departmental and specific general university use, through University procurement process.
- Engages external service providers, including the administration and management of contracted services.
- Liaises with department staff as well as University community members with respect to administrative, financial and information systems matters to support staff to maintain safety, good order and service level standards within the department and business units.

### **Health And Safety**

- Actively promotes health, safety, and injury prevention within the department.
- Ensures department staff are adhering to departmental, university and legislative policy, procedures and safe work practices required by the University health, safety and environmental management system.

### **Other Duties**

- Provides coverage or additional support in other areas as required, in accordance with the Department's business needs.
- Performs other duties and assists with special projects, as assigned.

## **Required Qualifications**

### **Education**

- Post-Secondary degree or equivalent education and experience
- Valid G license with a clean driver's abstract

### **Experience**

- Ten years of progressive experience in a material handling facility together with at least five (5) years senior leadership in administration, finance, and human resources within a major institutional sector(s), such as education, post-secondary education, medical/ hospital or service industry. Work experience in a materials management environment is required.

### **Knowledge/Skills/Abilities**

- Extensive knowledge of the university campus and systems
- Demonstrated track record of effective collaboration with various constituents at all levels and ranges of expertise.
- Excellent communication and interpersonal skills, with a deep commitment to customer service, proven financial acumen and negotiation skills, innovative approach to problem solving and a track record for leading high performance delivery teams defined by a culture of excellence and responsiveness.
- Proficient in the development of operational specifications, standards, work practices and procedures. Able to work effectively within the University's unique culture and decentralized environment. Familiarity with relevant University of Waterloo policies, procedures, and guidelines including Health and Safety, Staff Employment, Conflict Management and Human Rights, and AODA requirements is preferred
- Intermediate skills with MS Office

## **Nature and Scope**

- **Contacts:** High level of interaction with all levels of the university community.
- **Level of Responsibility:** Responsible for the development and implementation of strategic plans, budgets, best practices and process improvements that support the department's mission

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- **Decision-Making Authority:** Approves all departmental purchases, hires, terminations.
  - **Physical and Sensory Demands:** High attention to detail required. Must be able to handle multiple tasks simultaneously
  - **Working Environment:** Primarily office based with some warehouse and outdoor exposure. Regular office hours with some evening and weekend work required.