



## Materials Manager I

<b>Announcement Number</b>	26-03	<b>Job Code</b>	M6500
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<b>Employment Type</b>	Full-Time
<b>Job Location</b>	Mary Starke Harper Geriatric Psychiatry Center
<b>Salary/Pay Rate</b>	Range 60 (\$30,688.80 – \$ 50,253.60 Annually).
<b>Additional Salary Information</b>	Salary will be commensurate with experience. Limitations apply to current State employees.
<b>Open Date</b>	04/10/2026
<b>Close Date</b>	Until Filled

### Minimum Qualifications

High school graduation or GED equivalency, preferably supplemented by completion of a course in bookkeeping or accounting.  
24 months or more experience in requisitioning, receiving, storing, and issuing large quantities and wide varieties of supplies, equipment, and materials.

### Key Responsibilities

- Manages storage and distribution operations of consumable and non-consumable property at a state mental health facility.
- Plans, coordinates, manages, and accounts for receiving, storing, and issuing of materials, supplies, and equipment purchased by the facility.
- Supervises clerical or labor personnel.
- Work is performed under the general direction of an administrative supervisor and is reviewed for conformance with established policies through reports and conferences..

### Required Knowledge, Skills, and Abilities (KSAs)

- Knowledge of oversight of records storage and organization.
- Knowledge of requisitioning goods (supplies and materials) according to specifications.
- Ability to collaborate with department heads to determine supply needs.
- Ability to coordinate and follow receiving and warehousing procedures.
- Ability to coordinate and comply with receiving and warehousing procedures.
- Ability to maintain electronic record-keeping related to materials management.
- Ability to assemble and pack outgoing deliveries.
- Ability to deliver and/or arrange for pickup of goods.
- Ability to work independently or assist in taking physical inventory.
- Ability to control inventory levels and ensure availability of material during emergencies.
- Ability to prepare routine or special reports regarding activities of the warehouse(s).

### Employee Benefits

- 13 paid holidays.
- 1 personal leave day accrued each January.
- 13 sick leave days.

- 13 annual leave days accrued in the first year of employment.
- Paid parental leave.
- Longevity bonus annually after 5 years of state service.
- Continuous opportunities for acquiring CEU's needed for maintaining professional license.
- Very low-cost health and dental insurance through the [Alabama State Employee Insurance Board](#).
- Defined retirement benefit (not impacted by economic downturns) and a pre-retirement death benefit through the [Retirement Systems of Alabama](#).

### Method of Selection

- Applicants will be rated based on an evaluation of their job-related training, abilities, experience, and education, and should provide adequate work history identifying experiences related to the duties and minimum qualifications as mentioned above.
- All relevant information is subject to verification.
- **Drug screening and security clearances will be conducted on prospective applicants being given serious consideration for employment whose job requires direct contact with patients.**

### Only work experience detailed on the application will be considered.

Applications should be submitted by the deadline to be considered. Announcements open until filled will remain open until a sufficient applicant pool is obtained. Applications should be submitted as soon as possible to ensure the application will be considered for the position. Copies of License/Certifications should be uploaded with your application. A copy of the academic transcript is required. Appointment of successful candidate will be conditional based on receipt of the official transcript provided by the school, college, or university.

**APPLY NOW**