



Job Title: **Manager – Central Stores**

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 11

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to effectively manage and maintain the District's consumable inventory housed at the Central Warehouse facility, maintain the physical plant, and material handling equipment, and to monitor and schedule maintenance services for the physical plant and fire protection systems.

ESSENTIAL JOB FUNCTIONS

- Manages an automated reorder review program, orders inventory, and refines parameters as needed.
- Manages new stock inventory selection program in a logistically responsible manner.
- Maintains an active "dead stock" program to removes obsolete material in a fiscally responsible manner.
- Oversees, develops, and justifies specification for acquisition of new capital equipment affecting plant and rolling stock.
- Maximizes material support for Maintenance Department technicians.
- Reviews and makes determination of inventory credit requests from District schools and departments.
- Manages physical plant maintenance of the Central Warehouse.
- Exercises flexibility in departmental work schedules by reassigning employees and resources in order to meet emergent requirements.
- Maintains positive relationships with staff and vendors.
- Works closely with staff and vendors to effect preventative maintenance and repairs to the District Central Warehouse.
- Works with the inventory data entry section of the Central Warehouse to properly maintain the perpetual inventory records through central inventory operations.
- Works with the Purchasing Department, vendors, and shippers to expedite delivery of inventory material to the Central Warehouse.
- Monitors automated reorder review program and orders supplies as needed.
- Monitors physical plant, ensures preventative maintenance is performed as scheduled, and contacts service providers to schedule emergency repairs as needed.

- Works with the Purchasing Department to evaluate bids, submit product specifications, solve any inventory quality problems, and research potential new inventory items.
- Works with the Accounts Payable Department to resolve invoicing problems.
- Keeps the Manager – Inventory and Warehouse Operations informed of potential problems or unusual events.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned area to fulfill goals and objectives.
- Promotes and supports professional growth and self and others.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assists in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employee action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Provides leadership and direction for the assigned areas of responsibility.
- Utilizes appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services, and evaluation of services provided.
- Sets high standards and expectations for self and others.
- Demonstrates initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- Uses appropriate styles and methods to motivate, gain commitment, and facilitate task accomplishment.
- Facilitates problem solving by individuals or groups.
- Assists in implementing the District's goals and strategic commitments.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree in a Business/Industrial Management, Bachelor's degree preferred.
- Four (4) years of experience in storekeeping or warehousing and procedures in inventory control, reorders, and inventory bookkeeping.
- Minimum two (2) years of experience in an industrial, military, or business related field in management of a large multi-million dollar inventory or supply distribution network. Capable of operation of a variety of material handling equipment.
- Ability to obtain a CDL Class B.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display professional knowledge of the theories, principles, practices and techniques of inventory control, material storage, and distribution of a wide variety of products, including: food, textbooks, instructional, and maintenance material.
- Requires the ability to develop, implement, maintain, and improve a District-wide inventory storage system with multi-million dollar annual issues.

- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform work that necessitates some specialized knowledge of clerical or trades-based tasks.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to use computers and use medium equipment and machinery.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 30 pounds of force as needed to move objects. Physically able to operate a variety of material handling equipment. The work also requires the following physical abilities in order to perform the essential job functions: fingering, handling, hearing, repetitive motion, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: