

Job Title: **Manager – Inventory and Warehouse Operations**



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 – 3

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 and efficiently manage the District's overall logistical operations of the Central Warehouse, Inventory Control, Transportation Parts, Vehicular Fuel Operations, Furniture Repair and Reissue, Surplus Material and Student Furniture Replacement, to directly supervise the receiving and shipping functions and facilitate the efficient selection, ordering, receiving, storage, and distribution of goods and services.

ESSENTIAL JOB FUNCTIONS

- Develops, implements, and evaluates logistical programs and support for issuing District supplies and equipment.
- Manages an automated reorder review program, refining parameters as necessary.
- Manages new stock item selection program in a logistically responsible manner.
- Maintains an active "dead stock" program to remove obsolete material in a fiscally responsible manner.
- Maintains ToolBox by continuing development and updating, and troubleshoots any issues.
- Oversees, develops, and justifies specifications for acquisition of new warehouse capital equipment affecting plant and rolling stock.
- Develops, administers, and evaluates surveys on new classroom furniture requirements, analyzes results, and committee review and recommends multiyear replacement programs for District expenditures.
- Supervises, directly, shipping, and receiving functions, including local delivery.
- Oversees a surplus property operation, including pickup, disposition, and sales items in accordance with state and District rules/statutes.
- Oversees and manages a furniture repair and automated reissue program.
- Plans departmental work schedules reassigning employees and resources in a flexible way in order to meet emergent requirements.
- Reviews and approves all purchase orders for the warehouse inventory and equipment, including payroll for warehouse staff.

- Provides maximum material and service support for Maintenance and Transportation Technicians.
- Communicates effectively with staff and vendors.
- Responds to inquiries or concerns in a timely manner.
- Keeps the Director informed, through appropriate channels, 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 for self and others.
- Maintains a network of peer contacts through professional organizations.
- Attends training sessions, conferences, and workshops to keep abreast of current practices, programs, and legal issues.
- Develops or assist in developing the department budget and monitors its implementation.
- Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employment action.
- Prepares or oversees the preparation of all required reports and maintains appropriate records.
- Represents, consistently, the District in a positive and professional manner.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited educational institution in Business, Industrial Management, or related field.
- Minimum of five (5) years of experience in an industrial, military, or business-related field managing a large inventory or supply distribution network.
- 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 theories, principles, practices, and techniques of inventory control, material storage and distribution of a wide variety of products, including food, textbooks, instructional, vehicular, and maintenance materials, classroom furniture, and fuel.
- Requires the ability to display knowledge of Florida School laws, School Board rules, departmental operating policies, and industry practices relating to areas of responsibility.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to display knowledge of skills in positive people management.
- Requires the ability to organize, manage time, and prioritize duties.
- Requires the ability to display possession analytical skill for problem solving.
- Requires the ability to manage finances and departmental budgets.
- Requires the ability to utilize technology to enhance management of the department.
- Requires the ability to display supervisory skills.
- Requires the ability to make recommendations that impact the budget and manage the budget within the assigned department.

PHYSICAL DEMANDS

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

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: