

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER II – INVENTORY AND WAREHOUSE OPERATIONS

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution in Business, Industrial Management or related field.
- (2) Minimum of five (5) years experience in an industrial, military or business-related field managing a large inventory or supply distribution network.
- (3) 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:

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. Knowledge of Florida School laws, School Board rules, departmental operating policies and industry practices relating to areas of responsibility. Ability to communicate effectively, both orally and in writing. Skills in positive people management. Ability to organize, manage time and prioritize duties. Possess analytical skill for problem solving. Ability to manage finances and departmental budgets. Ability to utilize technology to enhance management of the department. Must have supervisory skills.

REPORTS TO:

Assistant Superintendent - Operations

JOB GOAL

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.

SUPERVISES:

- Drivers
- Storekeepers
- Manager VI-Central Stores
- Manager VII-Transportation Stores
- Manager VIII-Central Inventory Textbook Control
- Manager IX-Surplus Inventory

MANAGER II – INVENTORY AND WAREHOUSE OPERATIONS (Continued)**PERFORMANCE RESPONSIBILITIES:****Service Delivery**

- * (1) Develop, implement and evaluate logistical programs and support for issuing District supplies and equipment.
- * (2) Manage an automated reorder review program, refining parameters as necessary.
- * (3) Manage new stock item selection program in a logistically responsible manner.
- * (4) Maintain an active “dead stock” program to remove obsolete material in a fiscally responsible manner.
- * (5) Oversee, develop and justify specifications for acquisition of new warehouse capital equipment affecting plant and rolling stock.
- * (6) Develop, administer and evaluate surveys on new classroom furniture requirements, analyze results and committee review and recommend multiyear replacement programs for District expenditures.
- * (7) Supervise, directly, shipping and receiving functions, including local delivery.
- * (8) Oversee a surplus property operation, including pickup, disposition and sales items in accordance with state and District rules / statutes.
- * (9) Oversee and manage a furniture repair and automated reissue program.
- * (10) Plan departmental work schedules reassigning employees and resources in a flexible way in order to meet emergent requirements.
- * (11) Provide maximum material and service support for Maintenance and Transportation Technicians.

Inter / Intra-Agency Communication and Delivery

- * (12) Communicate effectively with staff and vendors.
- * (13) Respond to inquiries or concerns in a timely manner.
- * (14) Keep the Director informed, through appropriate channels, of potential problems or unusual events.

Professional Growth and Improvement

- * (15) Keep well informed about current trends and best practices in areas of responsibility.
- * (16) Maintain expertise in assigned area to fulfill goals and objectives.
- * (17) Promote and support professional growth for self and others.
- * (18) Maintain a network of peer contacts through professional organizations.
- * (19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

- * (20) Develop or assist in developing the department budget and monitor its implementation.
- * (21) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- * (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- * (23) Represent, consistently, the District in a positive and professional manner.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (25) Assist in implementing the District’s goals and strategic commitments.
- * (26) Provide leadership and direction for the assigned areas of responsibility.
- * (27) Provide leadership and guidance in the development of annual goals and objectives for department.
- * (28) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- * (29) Provide oversight and direction for cooperative planning with other agencies.
- * (30) Set high standards and expectations for self and others.

MANAGER I I – INVENTORY AND WAREHOUSE OPERATIONS (Continued)

- *(31) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

- *(32) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.

- *(33) Facilitate problem solving by individuals or groups.

PHYSICAL REQUIREMENTS:

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.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 01

*Essential Performance Responsibilities

Professional Salary Schedule – Pay Grade 3

Date of Board Approval: August 21, 2001

Date of Revision: October 22, 2002