

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### MANAGER VIII – CENTRAL INVENTORY TEXTBOOK CONTROL

#### QUALIFICATIONS:

- (1) Associate's Degree from an accredited educational institution and four (4) years experience in inventory control procedures.
- (2) Minimum of one (1) year supervisory experience.
- (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:

Knowledge of inventory control procedures and textbook procurement procedures. Ability to plan, organize and prioritize. Skills to work with people in an effective manner. Knowledge of Florida Statutes, State Board of Education rules and local School Board policies pertaining to areas of responsibility. Ability to use technology. Ability to manage finances and budgets.

#### REPORTS TO:

Manager II - Inventory and Warehouse Operations

#### JOB GOAL

To effectively and efficiently manage the School District's Central Warehouse Inventory Control and Textbook Distribution Departments.

#### SUPERVISES:

Clerk – Inventory Control & Warehouse Operations

#### PERFORMANCE RESPONSIBILITIES:

##### Service Delivery

- \* (1) Supervise the input of all aspects of inventory control.
- \* (2) Supervise the maintenance of inventory balances to the general ledger.
- \* (3) Supervise the preparation of all inventory control computer reports.
- \* (4) Act as District Textbook Procurement and Distribution Coordinator.
- \* (5) Use current performance data to evaluate and update textbook procurement processes.
- \* (6) Demonstrate initiative in the enhancement of the inventory accounting system.
- \* (7) Plan and produce the County Textbook Catalog.
- \* (8) Process District textbook purchases within the guidelines of the Florida School Book Depository.
- \* (9) Provide District-level inservice training for all Textbook Coordinators.

**MANAGER VIII – CENTRAL INVENTORY TEXTBOOK CONTROL (Continued)**

- \*(10) Assist in developing, implementing and evaluating control and procurement practices and procedures.
- \*(11) Maintain a library of District-adopted instructional materials.

**Inter / Intra-Agency Communication and Delivery**

- \*(12) Work closely with school principals, District staff and Textbook Coordinator to provide support and services in assigned areas.
- \*(13) Serve as a liaison with the State Department of Education and the Florida School Board Depository for assigned areas of responsibility.
- \*(14) Maintain positive relationships with staff and vendors.
- \*(15) Respond to inquiries or concerns in a timely manner.
- \*(16) Keep the Manager informed of potential problems or unusual events.

**Professional Growth and Improvement**

- \*(17) Keep well informed about current trends and best practices in areas of responsibility.
- \*(18) Maintain expertise in assigned areas to fulfill goals and objectives.
- \*(19) Promote and support professional growth for self and others.
- \*(20) Maintain a network of peer contacts through professional organizations such as FADAMA.
- \*(21) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

**Systemic Functions**

- \*(22) Develop or assist in developing the department budget and monitor its implementation.
- \*(23) Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action.
- \*(24) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- \*(25) Represent, consistently, the District in a positive and professional manner.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**Leadership and Strategic Orientation**

- \*(27) Provide leadership and direction for the assigned areas of responsibility.
- \*(28) Provide oversight and direction for cooperative planning with other agencies.
- \*(29) Set high standards and expectations for self and others.
- \*(30) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- \*(31) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- \*(32) Facilitate problem solving by individuals or groups.
- \*(33) Assist in implementing the District's goals and strategic commitments.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently 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.

**MANAGER VIII – CENTRAL INVENTORY TEXTBOOK CONTROL (Continued)**

**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. 11**

\*Essential Performance Responsibilities

**Professional Salary Schedule – Pay Grade 16**

**Date of Board Approval: August 21, 2001**

**Date of Revision: October 22, 2002**