

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER VII - CENTRAL SHIPPING AND RECEIVING

QUALIFICATIONS:

1. Associate's degree minimum, in a Business/Industrial Management field.
2. Four years experience in storekeeping, warehousing, shipping/receiving and dispatching functions.
3. Minimum 2 years experience in an industrial, military, or business related field in management of a large supply distribution network.
4. 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 the theories, principles, practices and techniques of material receipt, storage and shipping of a wide variety of products, including: food, textbooks, instructional, maintenance and surplus material.

REPORTS TO:

Manager II - Inventory and Warehouse Operations

JOB GOAL

To effectively manage the receiving, shipping and dispatching functions involving all stock and non-stock material processed at the Central Warehouse and satellite sites.

SUPERVISES:

Vehicle operators and storekeeper.

PERFORMANCE AND RESPONSIBILITIES:

Service Delivery

- * (1) Supervise a manual daily dispatching system to route trucks and drivers in distributing and picking up materials efficiently.
- * (2) Supervise the integration of special distribution projects into the normal schedules.
- * (3) Provide personnel and material resources to the Surplus Manager and other district requestors to assist in task completion.
- * (4) Manage the warehouse vehicle maintenance program. Liaison with Garage Manager and commercial vendors to maximize fleet availability and operation.
- * (5) Oversee, develop and justify specifications for acquisition of new capital equipment affecting rolling stock.

MANAGER VII, CENTRAL SHIPPING AND RECEIVING (Continued)

- * (6) Exercise flexibility in departmental work schedules by reassigning employees and resources in order to meet emergent requirements.
- * (7) Ensure that vendor invoices are correct and processed to Accounting.
- * (8) Plan work schedules reassigning employees and resources in a flexible way in order to meet emergent requirements.

Inter / Intra-Agency communication and Delivery

- * (9) Maintain positive relationships with staff and vendors.
- * (10) Work closely with the Transportation Department in providing maintenance support for vehicles.
- * (11) Work with the inventory data entry section of the Central Warehouse to properly maintain the perpetual inventory records through receiving and shipping operations.
- * (12) Work with the Purchasing Department, freight lines and other shippers to properly receive material shipped to the Warehouse.
- * (13) Work with the Purchasing Department to evaluate bids, solve any inventory quality problems and acquire necessary non-stock parts.
- * (14) Work with the Accounts Payable Department to resolve invoicing problems.
- * (15) Work with the Director of Accounting to ensure that correct fuel usage data is submitted to the appropriate governmental agencies.

Professional Growth and Improvement

- * (16) Keep the Manager - Inventory and Warehouse Operations informed of potential problems or unusual events.
- * (17) Keep well informed about current trends and best practices in areas of responsibility.
- * (18) Maintain expertise in assigned area to fulfill goals and objectives.
- * (19) Promote and support professional growth for self and others.
- * (20) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

Systemic Functions

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

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Leadership and Strategic Orientation

- *(26) Provide leadership and direction for the assigned areas of responsibility.
- *(27) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(28) Set high standards and expectations for self and others.
- *(29) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(30) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(31) Facilitate problem solving by individuals or groups.
- *(32) Assist in implementing the District's goals and strategic commitments.

PHYSICAL REQUIREMENTS:

Heavy work, exerting up to 100 pounds of force occasionally, 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.

Professional Salary Schedule – Pay Grade 14

Date of Board Approval: October 22, 2002

*Essential Performance Responsibilities