

## SCHOOL DISTRICT OF ESCAMBIA COUNTY

### JOB DESCRIPTION

#### MANAGER VII – TRANSPORTATION STORES

#### QUALIFICATIONS:

1. ~~High School Diploma or Equivalent.~~
1. Associate's degree minimum, in a Business/Industrial Management field.
2. Minimum of four (4) years experience in automotive storekeeping or warehousing and procedures in inventory bookkeeping with minimum of one (1) year serving in a supervisory capacity.
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:

Working knowledge of automotive stocking and slotting methods and practices. Good working knowledge of various types of automotive parts and supplies. Basic computer skills in spreadsheet programs. Working knowledge of effective methods of supervision. Effective oral and written communication skills. Possess good mathematical skills.

#### REPORTS TO:

Manager II - Inventory and Warehouse Operations

#### JOB GOAL

To supervise all stocking, selecting, slotting, shipping, receiving and inventory within the School District Transportation Parts Warehouse and oversee operations relating to District-wide fuel accounting and dispensing systems.

#### SUPERVISES:

Storekeepers

#### PERFORMANCE AND RESPONSIBILITIES:

##### Service Delivery

- \*(1) Supervises the storage, slotting, selecting, issuing and receiving of all automotive and related parts and supplies
- \*(2) Supervise the maintenance of perpetual inventories and the preparation of detailed stock records and fuel accountability records.

## **MANAGER VII – TRANSPORTATION STORES (Continued)**

- \* (3) Monitor the daily operation of all District fuel sites and fuel accounting systems.
- \* (4) Ensure that all fuel accounting system equipment, fuel dispensing equipment and fuel storage tanks are in good working order.
- \* (5) Process purchase orders, receiving reports, requisitions and computer-generated reports and handle other administrative and clerical duties as necessary.
- \* (6) Ensure that vendor invoices are correct and processed to Accounting.
- \* (7) Order needed parts and required services from vendors and coordinate with the Purchasing Department.
- \* (8) Initiate tracking and expediting actions on ordered materials.
- \* (9) provide supervision with detailed information regarding stock reorder points and suggested order quantities.
- \* (10) Prepare bid specifications with Transportation Management and evaluate bids on stocked materials.

### **Inter / Intra-Agency communication and Delivery**

- \* (11) Maintain positive relationships with staff and vendors.
- \* (12) Work closely with the Transportation Department in the support of transportation maintenance needs.
- \* (13) Work with the inventory data entry section of the Central Warehouse to properly maintain the perpetual inventory records.
- \* (14) Work with the Purchasing Department, freight lines and other shippers to properly receive materials shipped to the Warehouse.
- \* (15) Work with the Purchasing Department to evaluate bids, solve any inventory quality problems and acquire necessary non-stock parts.
- \* (16) Work with the Accounts Payable Department to resolve invoicing problems.
- \* (17) Work with the Director of Accounting to ensure that correct fuel usage data is submitted to the appropriate governmental agencies.
- \* (18) Work with the Facilities Planning Department and regulatory agencies to maintain fuel sites within required statutes and regulations.

### **Professional Growth and Improvement**

- \* (19) Keep well informed about current trends and best practices in areas of responsibility.
- \* (20) Maintain expertise in assigned area to fulfill goals and objectives.
- \* (21) Promote and support professional growth for self and others.
- \* (22) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.

### **Systemic Functions**

- \* (23) Develop or assist in developing the department budget and monitor its implementation.

## **MANAGER VII – TRANSPORTATION STORES (Continued)**

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

### **Leadership and Strategic Orientation**

- \*(28) Provide leadership and direction for the assigned areas of responsibility.
- \*(29) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \*(30) Set high standards and expectations for self and others.
- \*(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.
- \*(34) 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 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.

\*Essential Performance Responsibilities

## **PROFESSIONAL SALARY SCHEDULE – PAY GRADE 14**

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

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