

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

MANAGER VI – CENTRAL STORES

QUALIFICATIONS:

1. Associates degree minimum, in a Business/Industrial Management, Bachelor's degree preferred.
2. Four years experience in storekeeping or warehousing and procedures in inventory control, reorders and inventory bookkeeping.
3. Minimum two years experience in an industrial, military or business related field in management of a large multi-million dollar inventory or supply distribution network. Capable of operation of a variety of material handling equipment.
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 inventory control, material storage and distribution of a wide variety of products, including: food, textbooks, instructional and maintenance material. Ability to develop, implement, maintain and improve a District wide inventory, storage system with multi-million dollar annual issues.

REPORTS TO:

Manager II - Inventory and Warehouse Operations

JOB GOAL

To effectively manage and maintain the district's consumable inventory housed at the Central Warehouse facility, maintain the physical plant and material handling equipment

SUPERVISES:

Storekeepers (5)

PERFORMANCE AND RESPONSIBILITIES:

Inventory Control and Distribution

- *(1) Manage an automated reorder review program, orders inventory and refines parameters as needed.

MANAGER VI – CENTRAL STORES (Continued)

- * (2) Manage new stock inventory selection program in a logistically responsible manner.
- * (3) Maintain an active “dead stock” program to remove obsolete material in a fiscally responsible manner.
- * (4) Oversee, develop and justify specification for acquisition of new capital equipment affecting plant and rolling stock.
- * (5) Maximize material support for Maintenance Department technicians.
- * (6) Review and makes determination of inventory credit requests from District schools and departments.
- * (7) Manage physical plant maintenance of the Central Warehouse.
- * (8) Exercises flexibility in departmental work schedules by reassigning employees and resources in order to meet emergent requirements.

Inter / Intra – Agency communication and Delivery

- * (9) Maintain positive relationships with staff and vendors.
- * (10) Work closely with staff and vendors to effect preventative maintenance and repairs to the District Central Warehouse.
- * (11) Work with the inventory data entry section of the Central Warehouse to properly maintain the perpetual inventory records through central inventory operations.
- * (12) Work with the Purchasing Department, vendors, and shippers to expedite delivery of inventory material to the Central Warehouse.
- * (13) Work with the Purchasing Department to evaluate bids, submit product specifications, solve any inventory quality problems and research potential new inventory items.
- * (14) Work with the Accounts Payable Department to resolve invoicing problems.

Professional Growth and Improvement

- * (15) Keep the Manager – Inventory and Warehouse Operations informed of potential problems or unusual events.
- * (16) Keep well informed about current trends and best practices in areas of responsibility.
- * (17) Maintain expertise in assigned area to fulfill goals and objectives.
- * (18) Promote and support professional growth and self and others.
- * (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 employee 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.

MANAGER VI – CENTRAL STORES (Continued)

Leadership and Strategic Orientation

- *(25) Provide leadership and direction for the assigned areas of responsibility.
- *(26) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- *(27) Set high standards and expectations for self and others.
- *(28) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
- *(29) Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
- *(30) Facilitate problem solving by individuals or groups.
- *(31) 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. Physically able to operate a variety of material handling equipment.

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 11

Date of Board Approval: May 16, 2000

Date of Revision: October 22, 2002