

# SCHOOL DISTRICT OF ESCAMBIA COUNTY

## JOB DESCRIPTION

### SURPLUS INVENTORY MANAGER

#### QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Associate's Degree from an accredited educational institution preferred.
- (3) Minimum of four (4) years experience in furniture building / refinishing / repair, with two (2) years experience in a supervisory capacity.
- (4) Must have a valid Florida Driver's License to operate a variety of vehicles, up to a twenty-five thousand (25,000) pound GVW truck.
- (5) 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:

Good working knowledge of warehouse inventory controls and procedures. Must be in good physical condition (heavy lifting required). Knowledge of Florida Statutes and School Board policies in order to meet state and local requirements for disposition of surplus property. Knowledge of storekeeping procedures in order to effectively maintain storage facilities and prepare inventory for public sales and giveaways. Knowledge of furniture / cabinet construction in order to determine worth and/or use of surplus furniture and make recommendations for replacement furniture. Ability to organize and manage time well in order to prioritize deliveries, pickups and appointments efficiently. Skills in using various hand / power tools to assemble / disassemble items as necessary. Ability to communicate effectively to attain optimum customer satisfaction.

#### REPORTS TO:

Director II – Maintenance Services

#### JOB GOAL

To effectively and efficiently manage the School District's surplus and re-issuable materials program, including organic and commercial furniture repair initiatives, student furniture replacement programs, public textbook giveaways and non-vehicular auctions, and to act as the District's expert in all aspects of furniture methodology for surplus, re-issuable material and furniture logistical operations.

#### SUPERVISES:

Storekeepers  
Equipment Operators  
Maintenance Workers

## **SURPLUS INVENTORY MANAGER (Continued)**

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- \* (1) Supervise all District surplus inventory central operations, including personnel, equipment, transfer and disposal operations in accordance with state and local directives.
- \* (2) Provide reports on surplus property to Property Records Department, Inventory Control and Public Auctioneer and maintain an audit trail of actions.
- \* (3) Supervise and participate in the physical collection of surplus materials.
- \* (4) Supervise the re-issuable furniture inventory, maintaining inventory control to provide District and commercial repair of furniture.
- \* (5) Supervise the inventory control and warehousing functions for all re-issuable furnishings, including receipt, storage and issue through the computer system as well as manual requisitions and transfers.
- \* (6) Act as the District's furniture functional expert, determining and overseeing the disposition of all surplus furnishings and providing expert advice to District management on all furniture matters, including selection, repair and disposition.
- \* (7) Approve repaired material for re-issue, including commercially repaired material, after inspecting finished products to ensure they are in accordance with specifications.
- \* (8) Implement the student furniture replacement program and serve as a member of the Student Furniture Replacement Survey Committee.
- \* (9) Supervise the grading, removal and disposition of student furnishings under the student furniture replacement program for whole school renovation and supervise all work crews and vehicles assigned to the projects.
- \* (10) Supervise the preparation of surplus material for public sale.
- \* (11) Supervise the receipt and organization of out-of-adoption textbooks and prepare and supervise the annual textbook giveaway.
- \* (12) Validate the accuracy of all surplus and swap reports for School Board action.

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

- \* (13) Maintain a positive relationship with staff, vendors and the public.
- \* (14) Work with principals and school staffs, District staff, vendors, contractors, the general public, other school districts, private industry and other governmental logistics personnel to provide services and materials.
- \* (15) Respond to inquiries or concerns in a timely manner.
- \* (16) Keep Manager I - Inventory and Warehouse Operations 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 area to fulfill goals and objectives.
- \* (19) Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
- \* (20) Promote and support professional growth for self and others.

#### **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 employment 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.

#### **Leadership and Strategic Orientation**

- \* (26) Provide leadership and direction for the assigned areas of responsibility.

**SURPLUS INVENTORY MANAGER (Continued)**

- \* (27) Utilize appropriate strategies and problem solving tools to make decisions concerning planning, utilization of funds, delivering services and evaluation of services provided.
- \* (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.

**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 12**

**Board Approved: August 21, 2001**

**Date of Revision: February 19, 2008**