

ASSOCIATE DIRECTOR FOR WAREHOUSE AND INVENTORY

- TITLE:** Associate Director for Warehouse and Inventory
- REPORTS TO:** Chief Operating Officer
- SUPERVISES:** Purchasing Supervisor, Warehouse and Inventory Secretary, Foreman Warehouse, Foreman Expeditor, Inventory Clerk
- JOB FUNCTION:** Provides services in the areas of computer inventory, daily internal school delivery, material expediting, warehousing, purchasing and related services to all schools and administration functions of the school district.

DUTIES AND RESPONSIBILITIES:

- Administers/supervises the District's computerized property accountability/ inventory program.
- Administers/supervises the receipt, storage, inventory management, distribution, shipping, accountability and safeguarding of all materials received at the central warehouse.
- Administers program to provide the instructional furniture and equipment for the District to include new school set ups, school renovations, replacement, additional, lost, stolen, and damaged from fire and related damages.
- Administers program to provide legal means to dispose of excess furniture, equipment, and related materials.
- Administers/supervises the internal school delivery/material expediting service for the District.
- Administers/supervises the District purchasing function, to include bid specification preparation, contract awards, establishment of District price contracts, that ensures compliance with applicable laws, codes and policies.
- Prepares and administers the budget for the Warehouse and Purchasing Division.
- Administers a staff development program for the Warehouse and Purchasing Division.

ASSOCIATE DIRECTOR FOR WAREHOUSE AND INVENTORY

DUTIES AND RESPONSIBILITIES (CONT.):

- Maintains regular attendance.
- Performs other duties as assigned.

PHYSICAL DEMANDS:

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

EDUCATION AND EXPERIENCE:

- Bachelors Degree
- Masters Degree preferred) in Business Administration,
- Logistical Management, or a related field.
- A minimum of five years experience in warehouse, purchasing, logistics, or a related area, is required.

Original Date: _____

Revision Date: 01/1995

Revision Date: 11/1999

Revision Date: 07/2012