

## JOB DESCRIPTION

### DIRECTOR LOGISTICAL SERVICES

---

- TITLE:** Director for Logistical Services
- REPORTS TO:** Director of Operations and Support
- SUPERVISES:** Assigned Personnel
- 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.

### MEASURES OF SUCCESS

---

- Mail and materials delivery is efficient and on time
  - Inventory and inventory controls of furniture and supplies are adequately maintained and monitored .
  - District benchmarks and progress for utilizing Minority, Women and Veteran owned vendors are met in partnership with the Manager of Economic Development and Supplier Diversity.
  - District's purchasing follows Model Procurement code as demonstrated in reviews and audits.
- 
- Design, production and delivery of print materials to schools and District support facilities is coordinated for quality and efficiency.
- 

### 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.

## JOB DESCRIPTION

### DIRECTOR FOR WAREHOUSE AND INVENTORY

---

- 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 print shop.
- Demonstrates the ability to communicate in more than one language or the willingness to learn to communicate in more than one language at the novice level of proficiency.
- 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.

#### DUTIES AND RESPONSIBILITIES (CONT.):

- Prepares and administers the budget for the Warehouse and Purchasing Division.
- Administers a staff development program for the Warehouse and Purchasing Division.
- Performs other duties as assigned.
- Maintain regular attendance.

#### 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, up to 30 pounds.

## JOB DESCRIPTION

### DIRECTOR FOR WAREHOUSE AND INVENTORY

---

#### 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: 07/2011*

*Revision Date: 07/2012*

*Revision Date: 07/2017*