

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### SPECIALIST, Distribution Services Lead

#### QUALIFICATIONS

- Associate's Degree in Business Administration and three (3) years supervisory experience in a warehouse/distribution operation with emphasis on inventory control preferred; **OR** High School Diploma or equivalence or Florida Special Diploma with five (5) years supervisory experience in a warehouse/distribution/mail room environment preferred.
- Appropriate valid Florida Driver's License for vehicle(s) driven and demonstrated record of safe driving.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of inventory control concepts, warehouse operations, and safe materials handling.
- Knowledge of computer applications, as related to job functions.
- Knowledge of mail processing equipment and mail/parcel pricing schedules.
- Knowledge of Seminole County geographic area.
- Basic computer keyboard skills including knowledge of basic office software applications, i.e. Microsoft Word and Excel.

#### SUPERVISION

**REPORTS TO**            Manager of Distribution Services  
**SUPERVISES**        No Supervisory Duties

#### POSITION GOAL

***To plan, coordinate, and maintain an inventory of warehouse commodities for distribution to schools and departments and/or coordinate the daily operations of the District mail room and the pickup and delivery of mail and small parcels utilizing District couriers and external carriers throughout the District.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Prioritize and coordinate daily warehouse workload of warehouse personnel.
2. \*Pick, pack, and stage school/department order requests for delivery.
3. \*Plan and coordinate the purchase, receipt verification, and shipping of warehouse and textbook commodities.
4. \*Resolve receiving and shipping discrepancies.
5. \*Assist in development of bid lists for art, office, school, custodial, and other miscellaneous items for stock.
6. \*Review and request replenishment orders of warehouse commodities and maintain appropriate inventory levels and turns consistent with department goals and objectives.
7. \*Prepare and periodically distribute a warehouse catalog for use by District personnel.
8. \*Using hand tools, take apart furniture to facilitate removing furniture from campus or department.
9. \*Conduct physical inventory of warehouse and textbook commodities at intervals during the school year and balance costs and items with the master inventory file.
10. \*Assist in scheduling moving/surplus division work orders.
11. \*Recommend items and quantities for new item stock.
12. \*Maintain software inventory of warehouse and/or District adopted and supplied instructional materials.

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13. \*Track dual enrollment student data and compile reports to verify billing for payment approval.
14. \*Generate reports as assigned by the Manager of Distribution Services.
15. \*Maintain a safe and clean warehouse environment.
16. \*Assist in warehouse employee evaluations.
17. \*Collaborate in the development of all routes and schedules for maximum efficiency.
18. \*Organize and coordinate the sorting of all internal mail, USPS mail, and parcel shipments.
19. \*Prepare and process all outbound mail and package shipments utilizing external carriers (USPS, UPS, FedEx, etc.) as needed. Divert bulk mail to designated mail processor, where applicable.
20. \*Pick up and deliver mail/parcels to designated cost centers and post office, as assigned.
21. \*Maintain cost records of services performed for each cost center. Monitor and request replenishment of postal accounts, as needed.
22. \*Monitor and adjust scheduled routing and tasks of the courier staff as needed; confirm that all sign sheets have signature and forward to correct department.
23. \*Handle confidential information and/or high value documents/items.
24. \*Serve as designated building maintenance and alarm system contact.
25. \*Coordinate special delivery of Board packages, making deliveries, as needed.
26. Perform other duties as assigned by the Manager of Distribution Services.

*\*Denotes essential job function/ADA*

### EQUIPMENT / MATERIALS

Material handling equipment, fork truck, computer, fax, ladders, trucks, lifts.

### 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 constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

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## WORKING CONDITIONS

### Indoors/Outdoors Hazards

The worker is subject to both environmental conditions. Activities occur inside and outside.  
The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.

## TERMS OF EMPLOYMENT

### PAY GRADE

**AS-C3 \$35,208 - \$62,525**

District Salary Schedule

Months 12

Annual Days 258

Weekly Hours 40

Annual Hours 2064

### POSITION CODES

PeopleSoft Position TBD

Personnel Category 18

EEO-5 Line 52

Function 7760

Job Code 1603

Survey Code 77627

### FLSA

Applicable

Not applicable

Previous Board Approval

ADA Information Provided by Cheryl Olson

Position Description Prepared by Cheryl Olson

### BOARD APPROVED

**October 9, 2018**

**February 27, 2018**

**October 5, 2004**