

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

MANAGER, Distribution Services

QUALIFICATIONS

- Bachelor's Degree in Business Administration, Industrial Management, Purchasing or Distribution Management or a related degree.
- Minimum three (3) years supervisory experience in inventory management or supply distribution network.
- APICS Certification preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of postal and small parcels shipping processes and procedures.
- Knowledge of computer and business applications related to job functions.
- Knowledge of surplus property salvage and disposition operations.
- Knowledge of computer applications as related to job functions.
- Skill in human interaction and conflict management.
- Effective skills in oral and written communication.
- Ability to work cooperatively with others.
- Ability to plan, organize and prioritize.

SUPERVISION

REPORTS TO Director, Purchasing and Distribution Services
SUPERVISES Warehouse and courier service operations personnel.

POSITION GOAL

To effectively and efficiently manage the District's internal mail/courier service, warehouse operations including inventory control, warehouse deliveries, surplus property salvage and disposal operations, and delivery of textbooks.

PERFORMANCE RESPONSIBILITIES

1. * Develop, and maintain all routes and schedules for maximum efficiency and timely delivery.
2. * Manage mailroom operations, including sorting, postage, pickup and delivery of mail and small parcels from schools and centers throughout the District.
3. * Maintain cost records of services performed for each center.
4. * Manage and coordinate the transfer, storage, and destruction of records from schools and departments.
5. * Coordinate pickup and delivery with post office and small parcel delivery services.
6. * Manage warehouse operations, including inventory control, storage, and delivery of supplies to schools and centers throughout the District.
7. * Review and recommend equipment and supplies requisitions for the Distribution Services operations.
8. * Initiate and publish a periodic warehouse catalog of inventory items with price.
9. * Evaluate and make recommendations for employment and assignment of personnel.
10. * Conduct periodic workshops on warehouse requisition processing and distribution processes.
11. * Conduct personnel evaluations.
12. * Supervise annual physical inventory of warehouse stock.
13. * Maintain a clean and safe working environment.
14. * Manage the surplus asset salvage and disposition operations
15. Perform other duties/tasks consistent with the goals and objectives of this position.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard Office Equipment and Materials, Driver Medium Trucks, Warehouse Material Handling Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITY

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Crouching	Bending the body downward and forward by bending leg and spine.
Twisting	Moving body from the waist using a turning motion.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 50 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.
Lifting	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 exerting up to 50 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping	Applying pressure to an object with the fingers and palm
Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motion	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	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.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Hazards	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	POSITION CODES	FLSA	BOARD APPROVED
AO - F10 \$61,532 - \$94,387	PeopleSoft Position TBA	<input type="checkbox"/> Applicable	December 17, 2002
District Salary Schedule	Personnel Category 6	<input checked="" type="checkbox"/> Not applicable	Previous Approval Date New Job Description
Months 12	EEO-5 Line 44		
Annual Days 258	Function 7760		
Weekly Hours 37.5	Job Code 1456		
Annual Hours 1935.0	Survey Code 77613	ADA Information Provided by Barry Boyer	Position Description Prepared by Barry Boyer, EMC Services