



NEW: 07/01/2019
Submitted: 05/14/2019

JOB TITLE:	SPECIALIST WAREHOUSE AND DISTRIBUTION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8826
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists in the performance of the basic activities including procurement processes, estimating materials requirements, dispersing materials, and monitoring the status of materials as a current asset; supervises maintenance of property records and textbook distribution.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates all phases of centralized purchasing and warehousing of goods and services in compliance with the Kentucky Model Procurement Code and Board policies
- Coordinates the supervision of receiving, storing, distributing and inventorying supply items and conducts an annual inventory
- Manages mailrooms and the courier service
- Prepares necessary forms and procedures for requisitioning warehouse withdrawal for items stored in the various warehouses
- Assists in the supervision of the processing of all purchase orders and warehouse requisitions
- Coordinates Science Module operation with onsite Curriculum and Instruction representative
- Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent experience
- Five (5) years successful experience in accounting or purchasing functions
- Basic knowledge of computerized accounting systems
- Ability to communicate effectively
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Master's Degree in Business Administration
- Experience in a diverse workplace

