



REVISED: 07/17/2019  
Submitted: 07/16/2019

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

Manages the performance of all warehouse and distribution activities including procurement processes, estimating materials requirements, distribution from and to multiple locations within the District. Supervises staff responsible for all parts warehouses, warehouse storage and deliveries, moves, board courier, Pony, Science Module production and delivery, textbook pickups, and mailroom operations.

#### 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 of 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