



REVISED:
09/28/2015

JOB TITLE:	DIRECTOR SUPPLY SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II/GRADE 10
WORK YEAR:	260 DAYS
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

Assists principals and other cost center heads with recording data for all real property being added, deleted or transferred to/from each cost center

Assists in planning, designing and implementing MIS systems to maintain and improve the purchasing and warehousing processing systems

Coordinates sale and disposition of surplus materials and equipment

Performs other duties as assigned by supervisor

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

Masters Degree in Business Administration