



Columbia County School District Job Description

Position Title: Warehouse Manager		
Department: Warehouse	Evaluation Instrument: Performance will be evaluated annually by the Chief Financial Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade Q	Pay Type: Salaried – Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Financial Officer		
Supervises: Warehouse Staff to include part-time Summer Warehouse Workers		

MINIMUM QUALIFICATIONS
<p>Education: Minimum of a high school diploma, college degree in business related field preferred.</p> <p>Essential Knowledge/Skills: Possess a valid Georgia driver’s license. Considerable knowledge of storage and warehousing principles, practices and procedures, knowledge of paperwork flow, audit trail, and data entry in a computer-based supply system. Must possess knowledge of principles and application of computer-based supply system. Ability to make mathematical computations and sound decisions; must possess communication skills, the ability to establish and maintain effective interpersonal relations with a variety of personnel in the School District and with public agencies and the private sector; or any equivalent combination of experience and training that would provide the required knowledge, skills and abilities.</p> <p>Experience: At least five years of supply experience, two of which have been in a supervisory capacity, and experience as an inventory manager or dispatcher. Experience as a warehouse or inventory manager or dispatcher preferred; computer experience preferred.</p>
GOAL
<p>This service position is responsible for the day-to-day management of the warehouse functions of receipt, storage, issuing stock, warehouse office, and the warehouse computer system. The person in this position works with limited supervision, exercising a considerable amount of judgement and independent action. Each of the programs must be conducted in compliance with all policies and procedures of the Board of Education and the Georgia State Board of Education as well as all local polices, and state and federal statutes.</p>
REPRESENTATIVE DUTIES & RESPONSIBILITIES
<ul style="list-style-type: none"> • Organizes and coordinates operations of the warehouse and ensures efficient distribution of materials to the schools and departments. • Manages textbook, furniture supply, and other instructional materials orders including receiving, shipping, ordering, and inventory control functions. • Coordinates the weekly transfers for food distribution. • Plans and organizes work assignments daily to move furniture items, supplies, and other materials. • Organizes and coordinates the pickup of textbooks for recycling. • Coordinates the daily mail courier system. • Coordinates surplus materials, equipment, etc. of the School District. • Ensures that RESA supply orders are accounted for, picked up, and transported to the warehouse and distributed to schools and departments of the School District. • Controls and operates the following budgets - warehousing, staffing, supply, expendable equipment, equipment repair, uniform rental, truck rental, and maintenance services budgets.

- Supervises the performance of the warehouse staff and part-time summer help.
- Emphasizes safety awareness and provides quality assurance supervision and instruction when necessary.
- Performs routine daily clerical functions with the warehouse on-line computer.
- Performs, in their absence, the duties of any personnel assigned to the warehouse.
- Establishes and maintains close coordination with trades supervisors, building supervisors, mechanics, nutrition service personnel, as well as school-based plant maintenance personnel and head custodians, to assure responsiveness of the warehouse operations.
- Maintains accurate records and arranges for storage and security of high dollar and/or removable supplies and equipment, and ensures identification markings are on such items upon issue.
- Performs related duties assigned by the Chief Financial Officer

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: December 2015