



COORDINATOR DISTRIBUTION SERVICE

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Custodial and Distribution Services the position is responsible for overseeing the day to day activities and monitoring the services provided to the division with an emphasis on improving storage capabilities, distribution efficiencies, and expansion of services. In addition, the position acts as a liaison when scheduling projects and developing processes and procedures with schools, offices, and departments.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Communicate effectively with school officials to deliver, pickup, and/or relocate materials.
- Maintain a safe and efficient distribution center.
- Ensure proper material and handling equipment is provided and maintained.
- Provide training for proper material handling and equipment use.
- Monitor vehicle fleet size and usage.
- Develop and adjust interdepartmental mail routes as needed.
- Oversee the distribution, storage, and inventory of the division's textbooks, furniture, and custodial supplies.
- Work with other departments to properly store, inventory, and distribute supplies and materials housed in the distribution Center.
- Collaborate with the Office of Technology to provide delivery of assets to and from schools and offices.
- Maintain accounts with the U.S. Postal Service, FedEx, UPS, and Rocket Direct mail service.
- Deliver payments to post office as needed.
- Monitor and collect payments from auction service, scrap yard, and book buyers; deliver collected funds to accounts payable with proper account codes.
- Collaborate with schools and offices when relocating materials due to renovations, rebuilding, and reorganization.
- Respond and/or resolve questions or complaints concerning employees or procedures.
- Ensure the disposal of school board property via auction, recycling, or the landfill is completed efficiently and economically as possible.
- Participate as part of an interview committee for job applicants.
- Assist with the evaluation of assigned employees.
- Assume supervision of office personnel in the absence of the director.
- Perform other related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of inventory or store keeping warehousing principles and practices as it relates to supplies, equipment, and/or services ordering; ability to receive, stock, track, and distribute materials, supplies, furniture and equipment; ability to effectively communicate; ability to follow complex oral and written directions; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with school officials, associates and the general public; must possess strong leadership and organizational skills; skilled in the use of personal computers and related software applications.

EDUCATION AND EXPERIENCE

Required: High School Diploma or GED.

Preferred: Ten years of experience in delivery and warehousing, five years of supervisory experience, and a Forklift Operator's License.

A comparable amount of training and experience maybe substituted for the minimum qualifications.



PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of warehouse and office equipment, such as, but not limited to forklifts, hand trucks, pallet jack, box truck, personal computer, calculator, copier, and fax machine. Frequent sitting, walking, standing, grasping, fingering, repetitive motion, reaching, and driving. Occasional bending, stooping, balancing, crouching, and climbing. Work involves moderate exposure to unusual elements such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, extreme vibrations, hazards such as moving vehicles, exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 50 lbs. frequently. Requires timely and regular adherence to established work schedules. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license.
- Regular and reliable attendance is an essential function of this position.