

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

WAREHOUSE SPECIALIST

SALARY SCHEDULE: SSP-12 [SPECIALIST 1]

COST CENTER: MATERIALS MANAGEMENT SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in centralized purchasing and warehousing operations utilizing a computerized perpetual inventory.
- [(3)] [Minimum of three (3) years experience in maintaining a computerized perpetual inventory.]
- (3) Must receive a minimum score of 90 on the Microsoft Word test; 65 on the Excel test.
- (4) Minimum of two (2) years bookkeeping and/or accounting experience, [preferred.]
- (5) Minimum score of 90% [eighty (80)] on the Bookkeeping Test, [preferred.]
- (6) Minimum of three (3) years work-related supervisory experience.

KNOWLEDGE, SKILLS AND ABILITIES:

Positive interpersonal skills. Highly refined technical skills in both software and hardware. Understand [B]bidding and [P]procurement [P]practices. Ability to manage time and stress effectively. Ability to communicate effectively, both orally and in writing. Flexibility to work across department lines. Ability to estimate quantities for purchase based on historical records. Experience in writing specifications for procurement of equipment and supplies. Thorough knowledge of purchasing terminology, procedures and policies. Ability to use Business Math and English.

REPORTS TO:

Purchasing and Fixed Assets Manager

JOB GOAL

To oversee the daily operation of the Purchasing Warehouse.

SUPERVISES:

Warehousemen / Delivery Clerks
Inventory Control Technician

PERFORMANCE RESPONSIBILITIES:

- * (1) Prioritize traffic flow of incoming and outgoing merchandise.
- * (2) Manage delivery schedule and ordering options available to schools and departments.
- * (3) Receive Warehouse requisitions and generate computer "pick ticket" to pull orders.
- * (4) Oversee security of the Warehouse facility.
- * (5) Request and review all reports from Information Services to ensure that financial [finance] records are being maintained properly.
- * (6) Provide specifications for bidding catalog items for Warehouse inventory and assist with the bid process.
- * (7) Prepare purchase orders as necessary in order to provide sufficient inventory for school needs.
- * (8) Utilize the State Contract prices for supplies and equipment purchases to the economic advantage of the School Board.
- * (9) Set up bid evaluation committees and help to establish quality, brands, models, testing and evaluation.

WAREHOUSE SPECIALIST (Continued)

- *(10) Work closely with Inventory Control Technician and Food and Nutrition Services Department in receipt of all supplies and food items.
- *(11) Assist with checking [Check] incoming shipments against purchase orders for price, quality and quantity.
- *(12) Contact vendors and/or carriers regarding shortages, damages, wrong item, size, and others.
- *(13) Correspond with vendors regarding faulty or inferior merchandise.
- *(14) Approve all Warehouse invoices which are forwarded to the Finance Department for payment.
- *(15) Post all incoming supplies to computer inventory ledger and establish new average prices.
- *(16) Keep perpetual computer inventory of supplies.
- *(17) Arrange for periodic “spot check” inventory and make necessary adjustments.
- *(18) Arrange for annual physical inventory to meet state audit requirements and compute dollar value for yearly financial report.
- *(19) Work with State Auditor when bids and school records are undergoing audit.
- *(20) Initiate quarterly reports to cost centers regarding new and discontinued items.
- *(21) Check Warehouse requisitions for proper signatures, F[f]inance approval and delivery acceptance.
- *(22) Make necessary extensions, post to computer ledger and forward documents to the Finance Department.
- *(23) Prepare daily and weekly delivery schedule.
- *(24) Prepare a Warehouse Catalog yearly.
- *(25) Demonstrate initiative in the performance of assigned responsibilities.
- *(26) Follow attendance, punctuality and proper dress rules.
- *(27) Maintain confidentiality regarding school matters.
- *(28) Maintain positive relationships with staff and vendors.
- *(29) Participate in workshops and training sessions as required.
- *(30) Communicate effectively with staff and vendors.
- *(31) Keep supervisor informed of potential problems or unusual events.
- *(32) Respond to inquiries or concerns in a timely manner.
- *(33) Prepare all required reports and maintain all appropriate records.
- *(34) Follow all School Board policies, rules and regulations.
- *(35) Exhibit interpersonal skills to work as an effective team member.
- *(36) Demonstrate support for the School District and its goals and priorities.
- (37) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District’s approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board’s policy on evaluation of personnel.

Job Description Supplement No. 10

*Essential Performance Responsibilities