

MATERIAL SERVICES SUPERVISOR

QUALIFICATIONS:

- High School Diploma or equivalent.
- Experience in warehouse purchasing operations.
- Knowledge of purchasing, shipping, receiving and stock control methods and procedures.
- Experience in a supervisory capacity, preferably within a school district.
- Ability to organize and operate a purchasing/warehouse department.
- Demonstrated aptitude or competence for assigned responsibilities.
- Ability to establish and maintain effective relationships with co-workers and District personnel.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

JOB GOAL: To safeguard the District's investments in material and supplies through efficient and effective warehousing practices, and to provide these materials and supplies to the schools in a timely manner.

PERFORMANCE RESPONSIBILITIES:

- Plans, organizes, directs and assists in purchasing, receiving, marking, storing and issuing of school equipment and supplies.
- Supervises the overall receipt, recording and inspection of incoming warehouse items to insure conformity with District purchase order specifications.
- Provides quality control of incoming orders and reports shortages, damages and other discrepancies to the Business Office.
- Assures sufficient quantity of supplies/equipment to meet District needs.
- Directs filling of stock requisitions, packaging and deliveries to the schools and offices.
- Facilitates pickup and delivery of supplies, mail deposits, etc., within and outside the District.
- Assumes responsibility for the overall maintenance of all assigned district vehicles and landscaping equipment.
- Assumes responsibility for the repair of all district equipment that is not attached to the building or grounds.
- Supervises the receipt, storage and issuing of furniture and equipment.
- Supervises receipt and inventory of purchases received during the summer.
- Determines storage space requirements, optimum stock quantities and proper or improved methods of stock control and storage.
- Assists in the evaluation of storage items, as requested.
- Makes frequent inspection of storeroom areas to check on cleanliness, conformity with fire laws and condition of stored items.
- Supervises storage/distribution of District files in the archives.
- Operates word processor and/or computer terminals necessary for record keeping and utilizes/creates programs for use in perpetual inventory and warehouse stock records.
- Indirectly supervises warehouse area.
- Works closely with the Business Department and Buyer to establish bid specifications and procedures for District equipment/supplies.
- Performs other related duties as assigned.

REPORTS TO: Director of Auxiliary Services

TERMS OF EMPLOYMENT: Salary and work year to be according to the current schedule as established by the Board of Education.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

SALARY CLASSIFICATION: Supervisor Salary Schedule