

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM  
CLARKSVILLE, TENNESSEE  
CLASSIFIED JOB DESCRIPTION**

**Job Title:** Textbook/Warehouse Distribution Manager

**Department:** Operations

**Grade** J  
**H.P.D.** 8  
**D.P.Y.** 260

**Job Description**

**Date Reviewed:** August 2021

**Reports To:** Custodial / Warehouse  
Manager

**Purpose of Job**

The purpose of this job is the accurate and timely delivery of textbook orders, warehouse orders, and a wide variety of supplies to schools countywide. Duties and responsibilities include scheduling and distribution tasks; supervising, training and evaluating personnel; central office mail delivery and identifying operational safety issues associated with job assignments.

**Essential Duties and Responsibilities**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Supervises, directs, and evaluates assigned staff, handling employee concerns and problems, assigning work, counseling and recommending disciplinary and other personnel actions.

Verifies and approves time and attendance for personnel supervised and authorizes leave requests prior to submitting to the Payroll Office for processing.

Responsible for and assists in training newly hired employees.

Coordinates efforts with the Textbook/Warehouse Processing Manager on a daily basis to insure an efficient and effective delivery of service and productivity.

Maintains accountability for multi-million dollar inventory of textbooks and warehouse materials delivered annually.

Oversee the receiving of inventory items in computer system and verifies information for accuracy.

Facilitates the flow of materials within the District.

Oversees the scheduling of pickups with Principals and other Building Administrators and scheduling of deliveries with vendors.

Oversees furniture and materials transfer, courier service; documents all materials movements.

Reviews and completes work orders daily; schedules and assigns priority workload for personnel.

Prepares purchase requisitions for textbook and warehouse distribution operations.

Prepares and processes incoming delivery orders for school and office supplies; verifies and documents incoming materials receipts.

Oversees loading and unloading of textbooks, materials, and furniture using tow motor.

Conducts training sessions for new personnel and ensures all personnel are trained on safety procedures for light utility vehicles and other equipment such as tow motor/forklift, pallet jack, stacker truck, and maintains training records for personnel. Insures staff is cross-trained with the Textbook and Warehouse Processing Operations' staff for back-up support and assistance during times of high volume activity.

Organizes and oversees the disposal of surplus property via an on-line auction process, which generates revenue in excess of \$250,000 annually.

Tracks data of all textbook and warehouse activities and work orders in software system.

Assists Custodial/Warehousing Manager and Assistant Building Services Manager in compiling data and generating reports for analysis and KPI purposes.

### **Additional Job Functions**

Performs other duties as required.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

High School diploma or equivalent required, with five years of warehouse/inventory control related experience, of which two years must have been at a supervisory level or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a valid Tennessee Commercial Driver's License.

### **(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of vehicles, office machines, tools, and equipment such as trucks, tow motor/forklift, pallet jack, telephone, computer, mechanics tools, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert over one hundred pounds of force occasionally, and/or up to forty pounds frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of over one hundred pounds.

**DATA CONCEPTION:** Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar or divergent from obvious standards: of data, people, or things).

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co- workers or assistants.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Textbook/Warehouse Distribution Manager. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:** Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Textbook/Warehouse Distribution Manager.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight; and utilize statistical inference.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated office equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under considerate stress when confronted with an emergency related to the job of Textbook/Warehouse Distribution Manager.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

**ATTENDANCE:** A regular and dependable level of attendance is an essential function for this position.

**KNOWLEDGE OF JOB**

Has considerable knowledge of the policies, procedures, and activities of the School System, inventory and warehouse practices as they pertain to the performance of duties relating to the job of Textbook/Warehouse Distribution Manager. Has considerable knowledge of inventory, warehouse and supervisory practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information, make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

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**Employee's Signature**

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**Supervisor's Signature**

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**Employee's Munis Number**

\_\_\_\_\_  
**Date**

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**Date**