

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

Job Title: Assistant Textbook/Warehouse
Distribution Manager

Department: Operations

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

Job Description

Date Reviewed: August 2021

Reports To: Textbook/Warehouse
Distribution Manager

Purpose of Job

The purpose of this job is to perform as the Lead Central Office Warehouse Assistant and to assist the Textbook/Warehouse Distribution Manager with the overall management of the Central Office Warehouse. Duties and responsibilities include assisting the Manager with scheduling and distribution tasks, supervising and overseeing the cross-training of staff with mailroom and courier personnel and evaluating personnel. Assist the Textbook/Warehouse Distribution Manager with ordering, receiving, and accounting for inventory; maintaining records and an audit trail of transactions. Reports attendance of couriers and coordinates daily deliveries of furniture and materials to requesting school that are stored at Central Office. Assists with deliveries within Central Office and insures the warehouse is organized and clean.

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 and handles employee concerns, assigns work after coordination with the Textbook/Warehouse Distribution Manager, recommends disciplinary and other personnel actions.

Verifies attendance for personnel supervised with the Textbook/Warehouse Distribution Manager and provides daily supervision of warehouse associates.

Assists in the training of newly hired employees.

Coordinates efforts with the Textbook/Warehouse Distribution Manager on a daily basis to insure an efficient and effective delivery of used furniture, materials and other items to schools. Distributes additional work for the day to warehouse staff after coordination with Warehouse Distribution Manager.

Reports mechanical problems on equipment to include trucks, courier vans, tow motors and pallet jacks to the Textbook/Warehouse Distribution Manager to insure the maintenance department is notified to expedite repairs.

Assists the Textbook/Warehouse Distribution Manager with maintaining accountability for a multi-million dollar inventory of textbooks and materials that are delivered county-wide annually.

Schedules pickups and deliveries coming to Central Office Warehouse

Assists with furniture and material transfers, courier service, food service delivery and central office mail distribution; documents all materials movements.

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

Reviews work orders daily; Reports to the Textbook/Warehouse Distribution Manager for guidance.

Stock inventory of USDA food supplies in refrigerator/freezers in the absence of Child Nutrition Department personnel.

Loads/unloads materials, food supplies and furniture using tow motor.

Supervises staff, assists in 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.

Assist with the organizing and the disposal of surplus property via an on-line auction process.

Maintains records from sale of on line auction items and releases items to customers who have made purchases. Documents material movements and testing materials. Receives and sorts incoming deliveries and insures the warehouse if organized and clean.

Operates light utility vehicles and other equipment such as tow motor/forklift, pallet jack and stacker truck ensuring safety procedures are followed.

Performs daily pre-operation inspection on light utility equipment, forklift and trucks as required.

Repairs furniture for re-use and determines disposal of what is beyond repair.

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 three years of warehouse experience required, 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 Licenses.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of trucks, mechanics tools, and office and warehouse equipment such as pallet jack, tow motor/forklift, computer, telephone, 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 fifty pounds of force frequently. Physical demand requirements are at levels of those for frequent, medium to heavy 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 to 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 administrative 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 Assistant 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 relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Textbook/Warehouse Distribution Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and 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.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with 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 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 officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Assistant 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 general knowledge of the policies, procedures, and activities of the school system, textbook processing, distribution, warehouse, and inventory control practices as they pertain to the performance of duties relating to the job of Assistant Textbook/Warehouse Distribution Manager. Has general knowledge of textbook processing and distribution 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 and make written reports and documents in a concise, clear and effective manner. Has good organizational, 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. Specifically, has knowledge of state and locally adopted textbook titles and publishers for all grade levels, ISBN and TBC numbers, teacher resources and ancillary materials (both national and state versions), and the various workbooks associated with each textbook. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials. Has knowledge of barcode and scanning system used by the School System.

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.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date