



Little Rock School District

JOB DESCRIPTION

Position Title: Property Distribution Specialist, Central Supply Center

Prepared Date: 05/25/2022

JOB GOAL:

To manage the excess properties warehouse and coordinate the receipt, delivery, and disposal of district equipment/furniture in an efficient and effective manner. Responsible for district administration of excess property auctions.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 07, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

QUALIFICATIONS:

1. High school diploma, minimum. Some colleges desired.
2. Experience with desktop personal computers and excess property control programs.
3. Valid Arkansas driver's license with a good driving record.
4. Aptitude and experience in the operation of trucks through two-tons, and warehouse operations involving shipping, receiving, stocking, inventory management, and forklift operations.
5. Evidence of ability to deal with the public and district administrators in a manner that promotes a positive image of the procurement department.
6. Must be familiar with the Little Rock area and streets.
7. Good physical health and ability to perform lifting, stacking, and loading heavy supply and material loads. Irregular work hours are periodically required.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Maintains proper personal appearance and conduct.
2. Operates district vehicles in a safe and efficient manner at all times.
3. Performs preventive maintenance daily on the assigned vehicle.
4. Coordinate with and perform work as required for the Property Accounting Section and Textbook/Kindergarten Program Section.



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5. Receive and inspect new furniture delivered to the Excess Properties Warehouse ensuring that receiving is accomplished only from proper documents and that furniture received is of the quality, quantity, and condition ordered and that appropriate system documentation is accomplished as required.
6. Responsible for the district's available excess property to schools/departments.
7. In a timely manner, delivers new, donated, and excess furniture upon approved requests from schools/departments.
8. Makes decision regarding property to place in the auction or its possible reuse within the district.
9. Responsible for the cleanliness and upkeep of the Excess Properties Warehouse. Ensures building security and is responsible for the safekeeping of all items stored there.
10. Coordinates district auctions with the auctioneer and the Property Accounting Section.
11. Shares responsibility for physical inventory of the excess properties warehouse with the Inventory Control Specialist for the effective operation of the Excess Property Inventory Control System.
12. Secures items for delivery in such a manner to preclude any damage due to movement or shifting of load during transit.
13. Allows no unauthorized person(s) access to the vehicle or its contents. No passengers or riders except as permitted by proper authority.
14. Assists as directed in central warehouse operations involving receiving, stocking inventory and general warehouse housekeeping operations to include outside custodial activities.
15. Performs mail distribution and courier service when directed.
16. Assists, as directed, in administering the property disposal system: Involves the maintenance of current inventory of excess, used but serviceable equipment and furniture items held by the Procurement Department for reissue as needed; coordinating the picking up, receiving and disposition of disposed property, excess and/or salvage and maintenance of accurate records and documentation pertaining to such transactions
17. Coordinates all moves within the district including school closings, teacher moves, and property transfers between buildings.
18. Supervises Property Distribution Assistant and obtains, supervises, and completes time reports for assigned temporary workers.
19. Coordinates ordering, storage, and distribution of all boxes needed in the District including moving boxes, book boxes, and computer boxes.
20. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Mental Functions, Physical Requirements, and Working Conditions:



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While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.