



Little Rock School District

JOB DESCRIPTION

Position Title: Supply Center Supervisor

Prepared Date: 12/17/2021

JOB GOAL:

To manage the centralized Supply Center Warehouse and distribution operation at a high level of efficiency and effectiveness.

TERMS OF EMPLOYMENT:

Twelve (12) month (245 days) contracts, Pay 802 Grade 14, 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 with some college desired.
2. Minimum five years successful experience in a retail or wholesale supply environment.
3. Must have proven experience in receiving, warehouse operations, stocking procedures, distribution and inventory control methods.
4. Evidence of management/supervisory skills and experience, Experience with Desktop personal computers and warehouse inventory control programs.
5. Ability to communicate effectively, orally and in writing.
6. Must possess current driver's license with good driving record.
7. Evidence of ability to deal with the public in a manner which promotes a positive image of the public school system.
8. Experience in operation of forklift and delivery truck through two tons.

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. Supervises the personnel assigned to Supply Center in a manner which ensures effective and professional performance.
2. Assumes responsibility for receiving supplies and materials for storage in the warehouse facility. Ensures that materials received are of the quality, quantity and condition requested and that appropriate reports and documentation are prepared, maintained and distributed as required.



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3. Ensures that good warehousing methods are followed. This includes orderly, systematic storage of materials as well as consistently maintaining a clean, neat appearance of the warehouse area, offices and grounds.
4. Assumes responsibility and accountability for merchandise stocked in the warehouse and ensures measures are enforced to preclude or prevent loss and pilferage.
5. Ensures that items are stocked, stored, and shelved in a manner, which facilitates first-in first out (FIFO) inventory flow.
6. Ensures that requisitions are accurately filled, properly recorded and priced on the requisition form, and supplies dispatched to the appropriate requester in a timely manner, and handled during the process in a manner that precludes soiling, breakage or damage.
7. Ensures that filled orders (requisitions) are properly received (signed for) at time of delivery to respective school or office.
8. Ensures that materials broken, damaged, or otherwise rendered unusable as a result of warehousing and distribution operations, are properly accounted for in the inventory control system.
9. Ensures that items returned by a requesting school/office are properly credited and returned to stock.
10. Assumes responsibility for physical inventory of warehouse stores with the inventory control secretary for the effective operation of the Supply Center Inventory Control System.
11. Responds to inquiries from and renders advice to district staff personnel and outside vendor/business representatives concerning Supply Center operations and warehouse inventory.
12. Assumes responsibility for building security and coordination thereof.
13. Assumes responsibility for adherence to safety procedures.
14. Assists in developing bid specifications and determining quantities for inventory.
15. Responsible for training and development of subordinate personnel assigned to his warehouse and delivery operation.
16. Assists in establishing inventory levels and maintains stock level of standard school district printed forms.
17. Coordinates and supervises pickup and delivery schedules for educational film and audiovisual equipment.
18. Coordinates and supervises daily mail and distribution courier service to include transporting U.S. Mail to and from main post office.
19. Coordinates and supervises daily activities of the Property/Materials Disposition Section.
20. Assumes responsibility for on-call special courier delivery services when required.
21. Assumes responsibility for operation and maintenance of the assigned delivery and courier vehicle fleet, to include adherence to servicing schedules and maintaining current vehicle maintenance and service records.
22. Performs other duties as directed.

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.



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Mental Functions, Physical Requirements, and Working Conditions:

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.