

DIRECTOR, SUPPLY SERVICES

GENERAL RESPONSIBILITIES

Supervise and evaluate the overall operation of Supply Services, which includes distributing supplies and equipment for the school division. Supply personnel process inventory of all items received, transferred, and removed from school and departmental inventories, maintain textbook records for inventory purposes for schools and textbook depository, and transport centrally received items to school division sites.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Develop and manage the departmental budget.
- Oversee all aspects of the supply and warehousing process including the transportation and storage of centrally received items such as paper products, textbooks, custodial items, food service products, furniture, and athletic equipment.
- Coordinate the delivery of intra divisional or "pony" mail.
- Coordinate the transfer of loan items between schools and division sites.
- Coordinate the movement of offices during relocations.
- Move materials for reassigned staff members or programs.
- Maintain a record of proof of receipt and delivery.
- Negotiate textbook contracts.
- Deliver materials to the dump.
- Pick up donations and deliver to appropriate sites.
- Assemble the materials and equipment for the School Board auction.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the practices, procedures and regulations relating to supply services; thorough knowledge of the principles and practices used in ordering, receiving and storing supplies; thorough knowledge of budgeting and accounting practices and procedures; knowledge of principles used in the purchase, maintenance, distribution and inventory control of materials; ability to plan ability to plan and supervise the work of a large group of employees; ability to prepare complex and technical reports; ability to express ideas clearly, orally and in writing; ability to establish and maintain effective working relationships with school officials, school administrators and associates.



EDUCATION AND EXPERIENCE

Graduation from an accredited college or university supplemented by a Master's Degree.
A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

None.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Exempt	Description: Rev. 11/08
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