

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 0375  
Pay Grade: C09

FLSA: Exempt

**DIRECTOR, WAREHOUSING**

**MAJOR FUNCTION:**

Administrative position providing leadership with primary responsibility for the planning, organizing, coordinating, directing and evaluating of all aspects of the warehousing operation, to meet the needs of the Pinellas County School Board.

**DUTIES AND RESPONSIBILITIES:**

- Plans, assigns, coordinates, and supervises Warehousing Department operations.
- Coordinates bid requirements, specifications, and evaluations relating to warehouse stock materials/equipment.
- Monitors budget expenditures for the warehouse function including special allocations.
- Analyzes inventory levels, including receipts and disbursements.
- Works with legislative and internal auditors involving physical inventories, sampling, and procedure analysis.
- Coordinates the disposal of all surplus/obsolete equipment countywide.
- Coordinates the logistics surrounding the closing/opening of facilities, as well as the relocation of administrative/instructional programs countywide.
- Performs other related duties, as required.

**MINIMUM QUALIFICATIONS:**

A minimum of a Bachelor's degree. A practical knowledge of office management experience. Knowledge and detailed, practical experience in warehousing procedures, purchasing and management. A broad, practical knowledge of business administration. Practical experience in data processing and accounting procedures. A knowledge of inventory control systems. Experience in human relations and in dealing effectively with the public. Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

**PREFERRED:**

Degree in Business Administration.

ISSUED: 5/72; REVISED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

**DIRECTOR, WAREHOUSING**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Director, Warehousing - ADM