

## **GUILFORD COUNTY SCHOOLS JOB DESCRIPTION**

### **JOB TITLE: DIRECTOR OF LOGISTICS FINANCIAL SERVICES**

#### **GENERAL STATEMENT OF JOB**

Under limited supervision, the Director of Logistics is to provide logistic operational support and procurement administration for the receiving and purchasing of commodities, including materials, equipment and services. Responsibilities include the coordination and supervision of operations to include inventory, warehousing and repair of furniture and equipment, delivery and pick-up of materials to include furniture, textbooks and supplies to schools and administrative sites; management of system –wide surplus property operation as well as coordination of other district-wide equipment contracts including managed print services, vending, etc. Work involves supervising warehouse staff. Employee reports to the Chief Financial Officer.

#### **SPECIFIC DUTIES AND RESPONSIBILITIES**

##### **ESSENTIAL JOB FUNCTIONS**

Supervises a staff for system wide warehouse operations of the Guilford County Schools and Administrative Offices, to include procurement of surplus furniture, materials, equipment, disposal of surplus property and warehouse operation consistent with applicable laws and regulations.

Devise good warehousing practices and inventory system.

Responsible for inventorying property owned by the school and tracking the property's locations.

Set up an inventory system to track equipment and school furniture.

Prepare reports for distribution and work with sites to conduct annual inventory of fixed assets.

Reconcile bi-annual inventory with inventory records.

Works with Principals/Assistant Principals/Administrators to assist with identifying and meeting furniture needs.

Works closely with co-workers and school officials concerning surplus property inventory and stock levels; answers questions concerning warehouse/surplus property procedures.

Organizes annual surplus auction for the purpose of providing an efficient process for the district to dispose of obsolete equipment, furnishings and vehicles.

Ensures schedules for all surplus property assignments are completed to meet district needs.

Ensures the tagging of fixed assets that are recovered and that proper disposition of the assets occurs.

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Monitors internal procedures to ensure compliance with State, local, and organizational procedures; assists in evaluating internal procedures to ensure compliance with organizational goals and objectives.

Develops and prepares specifications for district-wide equipment programs (i.e. managed print devices, vending, etc.); solicits bids from vendors; makes vendor selection recommendations based on services, performance and pricing structure.

Monitors equipment contracts to ensure contractor compliance. Assists and advises district users.

Serves as a coordinator between the equipment vendors and GCS to ensure most efficient use of all equipment.

Ensures reviews of reports/data/invoices for district-wide equipment programs.

Prepares required reports to schools and administration regarding district-wide equipment programs.

Manage receiving operations for materials/equipment scheduled for delivery.

Liaise with shipping/delivery companies/internal stakeholder and provide logistic guidance to ensure smooth delivery of goods to designated sites in campus.

Delivers textbooks as requested by textbook coordinator, and pick-up and redelivery of rebind books.

Recommends and approves the hiring of all new employees in area of responsibility; conducts performance evaluations; and provides training for assigned staff.

Attends Board meetings as required.

Serves on various committees as assigned by the Chief Financial Officer.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's degree in business administration, public administration, accounting, or a related field and 3 to 5 years of experience in purchasing in a governmental setting; including at least 3 years of supervisory/management experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

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### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Must be physically able to operate a variety of automated office machines including computers, calculators, copier, facsimile machines, etc. Must be able to also operate various types of warehouse equipment, including trucks, forklifts, pallet jacks, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects (unless medical limitations/restrictions are annotated). Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments and/or directions to assistants or subordinates.

**Language Ability:** Requires the ability to read a variety of correspondence, reports, forms, requisitions, law books, manuals, contracts, catalogs, etc. Requires the ability to prepare correspondence, bid specifications, reports, purchase orders, requests for proposal, bid specifications, etc., using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of professional or technical languages, including engineering, legal, mechanical, accounting and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals; and to apply the theories of descriptive statistics, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items including office equipment. Must have minimal levels of eye/hand/foot coordination.

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**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the methods and procedures used in preparing bid specifications.

Considerable knowledge of service contract preparation.

Considerable knowledge of state and school system rules, regulations and laws regarding purchasing.

General knowledge of the principles of supervision, organization and administration.

General knowledge of modern office practices and procedures.

General knowledge of the various grades, quality standards, and sources of supply and price trends for copier services.

Ability to use common office machines, including popular computer-driven word processing, spreadsheet and file maintenance programs.

Ability to collect and analyze statistical data.

Ability to evaluate internal procedures.

Ability to prepare bid specifications for copier services purchased by the School System.

Ability to maintain accurate inventory records and prepare periodic reports from these records.

Ability to understand and follow oral and written instructions.

Ability to effectively express ideas orally and in writing.

Ability to exercise tact, courtesy and firmness in frequent contact with vendors.

Ability to establish and maintain effective working relationships as necessitated by work

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assignments.

### **DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.