

Job Description
MOORE PUBLIC SCHOOLS

Job Title: **Director of Supply**

Education: Bachelor's degree preferred
 High School diploma

Training or Experience Required: 2-4 years of experience in overseeing warehouse, mail operations, and central supply.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Knowledge of grammatical structure, vocabulary for preparing correspondence from rough draft or proofing of completed material. Communicates in clear, grammatically correct English. In addition to above, composes correspondence; trains and directs others and provides detailed instructions; conducts interviews.

Data Recording/Record Keeping: Performs simple data recording/record keeping operations requiring logging, filing or posting single entry items either manually or by computer.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: Reads and interprets complex written or printed materials such as invoices, statements, contracts, regulations.

Business Machines (like computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Site: **Warehouse**

Reports To: **Superintendent or Designee**

Job Goal (Purpose of Position): Performs supervisory and administrative duties under limited supervision to maintain the warehouse and inventory, to order and stock inventory, to deliver mail, and to supply schools with necessary equipment, materials, books, etc., efficiently and at the least expense to the district.

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An incumbent in this position will interpret policies and procedures and follow predetermined solutions established by higher level supervision or operating procedures.

Contact with Others: An incumbent in this position has regular public contact with members of own staff, district and public. Interpersonal interaction or communication is critical.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to handle complaints, provide information and service district personnel and vendors. It requires ensuring that safety guidelines and policies are followed. It requires establishing clear direction concerning school dress standards, proper attendance or leave policies, and other work-habits concerns. Creativity, initiative, and effective problem solving are important to the success of the position.

Essential Job Functions:

General Management:

1. Directs the operation of the supply office, warehouse.
2. Assists with the selection of personnel for the supply department.
3. Assumes responsibility for the training and supervision of supply personnel.
4. Insures that the supply department has the necessary equipment, personnel, and other resources to establish continuity with purchasing, receiving, stock, issue and delivery of supplies and service.
5. Communicates with heads of departments and school administrators relative to supply services.
6. Establishes and maintains effective procedures for inventory control and distribution of supplies throughout the school district.
7. Translates supply requirements of each department and school into a purchasing, stock and issue procedure.
8. Recommends to the Superintendent/ or Designee the necessary budgetary requirements for the operation of the supply department.
9. Performs other responsibilities as assigned by the Superintendent or Designee.

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Supervision exercised: An incumbent supervises a small staff with the majority of the time spent in supervisory or administrative functions such as planning, directing work, solving problems, advising subordinates, making decisions, and interpreting policy. Has responsibility to recommend hiring/dismissing, training and evaluating employees.

Physical/Mental Requirements and Working Conditions:

This is an office/administrative job with few physical requirements present except as covered in this description. However, incumbent is required to be both inside and outside during all types of weather. In addition, is required to be on call and report in case of emergency.

TERMS OF EMPLOYMENT: Twelve month year. Salary to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of Board policy.

Approved 08-09-93