

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

DISTRIBUTION SPECIALIST 79099

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Two (2) years experience in warehousing, shipping and receiving.
- (3) Possess a Florida Class B or Class A Commercial Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of receiving, storing and distribution of school supplies and materials. Ability to develop and implement delivery schedules for servicing schools, departments and other government agencies. Ability to develop and maintain a perpetual inventory of warehoused items.

REPORTS TO:

Director, Purchasing

JOB GOAL

To receive, account, store and deliver school materials and supplies in a timely and efficient fashion to all schools, departments and other governmental agencies.

SUPERVISES:

Shipping and Receiving Clerk
Stock Clerk
Drivers

PERFORMANCE RESPONSIBILITIES:

- * (1) Develop and maintain proper receiving, inspection and warehousing of all materials purchased.
- * (2) Develop an efficient and timely delivery schedule to all schools, departments and governmental agencies.
- * (3) Maintain a perpetual inventory for accounting and auditing purposes.
- * (4) Develop quality control over materials being delivered to ensure packing lists and manifests are correct.
- (5) Develop an inspection process to detect broken or poor quality materials.
- * (6) Maintain an orderly warehouse which meets all safety and sanitation standards.
- (7) Notify operations secretary of the receipt of the shipment, quantity and condition.
- * (8) Process and deliver all freight bills to accounting office.
- * (9) Develop work schedules for shipping and receiving clerks, stock clerks and drivers.
- (10) Report all discrepancies to the Director of Purchasing.
- (11) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

Job Description Supplement Code 5

SALARY LOCATOR: Classified Personnel Salary Schedule