

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: MANAGER- MATERIAL SUPPORT SERVICES

BASIC FUNCTION:

Under the direction of the Deputy Superintendent-Administrative Services, supervise, coordinate, and participate in the receipt, inspection, storage and issuance of school materials, furniture, supplies and equipment, cafeteria stores and maintenance supplies; schedule regular and special deliveries of supplies, equipment, mail, and other items to schools and District offices.

REPRESENTATIVE DUTIES:

Supervise, coordinate and participate in all District material control operations including receiving, marking, storing, and issuing school materials, furniture, supplies, and equipment and managing the inventory of all material resources. **E**

Supervise and direct the inspection of shipments of materials, equipment, and supplies received to assure compliance with purchase order specifications; identify and report shortages, damaged goods, or other discrepancies. **E**

Serve as building manager for the Educational Materials Building; attend all Board of Education meetings to ensure safety and security for all members present. **E**

Plan and organize the set-up of new classrooms/offices. **E**

Schedule and assign routine and special deliveries of supplies, materials, mail, equipment, and furniture to various District locations. **E**

Coordinate the movement of all furniture/equipment transfers. **E**

Train, supervise, and evaluate the performance of assigned personnel; assist in the selection of new employees; recommend promotions and disciplinary action. **E**

Coordinate and participate in all District inventory and material storage functions; requisition supplies as necessary and determine proper location of materials to allow maximum space utilization. **E**

Participate as member of District Safety Committee, District representative for Disaster Preparedness, Homeland Security Task Force Grant, and Natural Hazard Mitigation Plan. **E**

Supervise and participate in the preparation of materials for shipment; contact local freight and transport agencies to arrange shipment. **E**

Plan, organize, and conduct the collection and distribution of donated materials. **E**

Maintain a variety of records and reports pertaining to warehouse operations, personnel, mail deliveries, and the budget. **E**

Assist in the conduct of all surplus actions/disposals and the District annual warehouse physical inventory. **E**

Oversee the maintenance of the warehouse to assure clean, orderly, safe and secure operations; arm and disarm alarms; lock and unlock doors. **E**

Monitor and analyze warehouse inventory levels and controls and make recommendations. **E**

Ensure compliance with all Federal and State regulations governing District equipment control. **E**

Compile and maintain records of District equipment inventory; inventory and process serialized equipment assigning serialized ID numbers; maintain furniture inventory; evaluate gifts to District and place in inventory; inventory federally-funded equipment and furniture and maintain special projects, equipment inventory, and records; maintain surplus and final disposition records of equipment. **E**

Coordinate District equipment transfers including furniture or equipment moving from site-to-site, school closure, teacher reassignment, graduation programs, and removing surplus and junk items. **E**

Implement District musical instrument repair program; inspect instruments for needed repairs; request estimate; inspect work completed to assure repairs are satisfactory and deliver instrument to school; coordinate piano repair program evaluating piano condition, repair history, frequency of repairs, and replacement cost before repairs are performed. **E**

Compile and maintain warranty records on new purchases and assist in securing repairs during warranty period. **E**

Order new furniture for new portable classrooms according to established guidelines and procedures. **E**

Coordinate with other agencies and independent auditors for the management of District assets to include vandalism and recovery of stolen equipment. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing and storekeeping procedures including shipping and receiving materials, proper and orderly storage, optimum space utilization and stock inventory procedures.

Materials, equipment, and supplies used in a school district.

Business practices related to the purchase, shipment, and receipt of goods.

Record-keeping techniques.

Principles and practices of training and supervision.

Health and safety regulations.

District organization, operations, policies, and objectives.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience, and courtesy.

Technical aspects of field of specialty.

Proper lifting techniques.

Principles, record-keeping and reporting related to State and Federal regulations on inventory, sale, and disposal of equipment and assets to include an on-line data processing system relative to material/property control.

ABILITY TO:

Coordinate, supervise, and participate in the District warehouse mail operations.

Supervise the operation of the District warehouse, mail services, and equipment inventory and control.

Plan and organize work.

Train, supervise, and evaluate personnel.

Determine and maintain appropriate stock levels.

Establish and maintain effective storekeeping procedures.

Make arithmetic calculations quickly and accurately.

Operate a computer work station to enter data, maintain records, and generate reports.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies, and procedures.

Operate warehouse and office equipment including forklift, typewriter, calculator, and copier.

Perform limited physical labor.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associates degree and four years experience in warehouse supervisory and material control, including some experience in the supervision of inventory control, warehouse, and delivery personnel.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Employees in this classification must maintain insurability at the District's standard rate during the term of employment.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment. Subject to driving to transport supplies.

PHYSICAL ABILITIES:

Bending, pushing, lifting and moving heavy objects to fill orders and unload heavy supplies and equipment; seeing to review and inspect shipments; dexterity of hands and fingers to operate warehouse and office equipment; bending at the waist; reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies; walking or standing for extended periods of time.

HAZARDS:

Working with objects stored overhead.