

<b>Job Title:</b> Central Distribution Coordinator	<b>Wage/Hour Status:</b> Exempt
<b>Reports to:</b> Director Warehouse Services	<b>Pay Grade:</b> 102
<b>Dept/School:</b> School Resources	<b>Date Revised:</b> October 30, 2024

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**Primary Purpose**

Oversee the District's distribution activities, to include warehouse stock items, controlled assets, instructional resources, furniture, equipment, and supplies. Manage the daily operation of the District Mailroom.

**Qualifications****Education/Certification**

Bachelor's Degree and Three (3) years warehouse operations

OR

High School Diploma/GED and (5) years warehouse operations experience

**Special Knowledge/Skills**

- Ability to operate personal computer
- Knowledge of computerized inventory control and warehouse operations
- Ability to operate hand tools and mechanical equipment
- Strong organizational, communication and interpersonal skills

**Major Responsibilities and Duties****Inventory and Distribution**

1. Maintain distribution operations by coordinating and enforcing program, operational, and personnel policies and procedures.
2. Comply with and enforce federal, state, and local warehousing, material handling, and shipping requirements.
3. Safeguard warehouse distribution activities and recommend security procedures and protocols.
4. Maintain a system of work management and service response for efficient delivery processes.
5. Verify accuracy of information on requisitions and items pulled from stock.
6. Operate tools, equipment, and vehicles according to prescribed safety procedures.
7. Provide training to assigned personnel on established safety procedures and techniques in use of various equipment, tools, and chemicals.
8. Participate in professional growth activities, as requested.

**Mail Receipt and Distribution**

9. Promote a safe working environment with proper operating equipment and necessary safeguards.
10. Ensure prompt delivery of U.S. Postal Service mail, and internal mail throughout the District.
11. Make logistical preparations for mail receipt and timely distribution.
12. Ensure timely delivery of confidential/sensitive Board packets from the Superintendent's Office.
13. Accommodate payroll distribution as required, and makes appropriate staffing changes as needed.
14. Coordinate with District offices in the distribution of critical information.
15. Ensure District compliance with all federal, state, and local Board policies and procedures.
16. Assist with miscellaneous duties, as requested, for special events and departmental emergencies.

**Supervisory Responsibilities**

Supervises all assigned personnel

**Equipment Used**

Vehicle, Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress. Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work outside and inside; work around machinery with moving parts; work around moving objects or vehicles; exposure to heat and humidity; be adaptable to working a shift schedule and/or hours other than regularly assigned. Must be able to lift 50 pounds or more. Frequent District-wide travel.

**Terms of Employment**

226 days; salary to be established by the Board of Trustees

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

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Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.