

JOB DESCRIPTION

Job Title	Assistant Director School Resources	Job Title Code	126025
Reports to	Director of Procurement & School Resources	Wage/Hour Status	Exempt
Dept/School	Procurement & School Resources	Pay Grade	106
		Date Revised	February 7, 2025

Primary Purpose

Provide the school district with dependable sources of materials and services, maintaining inventory control, implementing procedures and supervising assigned staff.

Education/Certification

- High School Diploma/GED

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
- Strong organizational and multitasking abilities
- Problem-solving and decision-making skills
- Knowledge of OSHA and safety regulations

Experience

- Ten (10) years of experience in warehouse operations

Major Responsibilities and Duties Inventory and Distribution

1. Direct the receiving and distribution operations of all warehouses for the district.
2. Comply with and enforce federal, state, and local warehousing, material handling, and shipping requirements.
3. Direct receipt of all shipments, receiving processes, discrepancy, and damage reports as needed.
4. Direct the receiving, fixed assets, records management, and instructional materials processes.
5. Research the status and performance of materials and products to determine cost effectiveness.
6. Support the creation and ongoing management of surplus schedules.
7. Direct and ensure products, parts and supplies are shipped and distributed in an efficient manner.
8. Direct the disposal of surplus District property in accordance with policies and procedures.
9. Direct the mailroom services and ensure compliance with policies and procedures.
10. Direct and maintain a safety program, program, and ensure that safety procedures are followed.
11. Attend professional development training to keep abreast of innovations in receiving and distribution operations.
12. Participate in professional growth activities, as requested. Oversee the workorder system for transfer request through Surplus Desk.
13. Ensure transfer requests are scheduled and completed in a timely manner.

Inventory Control

14. Oversee inventory tracking systems to ensure accuracy and efficiency.
15. Conduct regular audits to minimize discrepancies and optimize stock levels.
16. Oversee regular cycle counts to verify inventory accuracy without interrupting operations.
17. Aid in establishing guidelines for stock replenishment, handling, and storage to maintain consistency.

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18. Ensure accurate and up-to-date records of inventory movement and storage locations.

Customer Service

- 19. Ensure timely and accurate fulfillment of orders to customers.
- 20. Address and resolve operational issues promptly.

Personnel Management

- 21. Define job performance expectations, evaluate direct reports' activities, conduct performance conferences, and develop training options and improvement plans for school resources operations.
- 22. Promote a positive organizational climate that is informative, timely, and responsive.
- 23. Select, train, and supervise staff and make recommendations relative to assignment, transfer, retention, and dismissal.
- 24. Ensure employees uphold and adhere to the district's safety rules and policies.

Supervisory Responsibilities

Supervise 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 Board of Trustees

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: _____
Job Title: _____
Date: _____

My supervisor has reviewed this job description with me and has provided me with a copy.

Employee: _____
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

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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.