

**Hernando County School Board
Florida**

FLSA: Non-Exempt, Union

COURIER/WAREHOUSE INVENTORY SPECIALIST

Required Qualifications:

- High school diploma or General Education Diploma (GED)
- Must possess a valid Florida driver's license
- Ability to exert physical demands which may involve heavy lifting, carrying and pulling of objects and materials
- Knowledge of warehouse operating procedures
- Knowledge in the use of warehouse equipment
- Knowledge of School Board rules and regulations
- Knowledge of physical inventory best practices, data collection processes, quality control, process standards and technology
- Ability to effectively support concurrent schedules for inventory events (e.g. multi-tasking) to ensure excellent customer service
- Ability to use online inventory database
- Ability to use sound judgment and follow-through in decision-making
- Possess strong analytical and problem solving skills
- Possess an understanding of compliance requirements for the performance of physical inventories

Performance Responsibilities:

- Coordinate the pick-up, sort and deliver district correspondence to the various schools and departments through a scheduled route as needed
- Coordinate the pick-up, sort and deliver educational materials to various schools and departments as needed
- Assist School Distribution Center personnel in the unloading of trucks, stocking items and filing
- Assist School Distribution Center personnel in moving furniture, equipment, etc., for public sale and other moving services in the district
- Assist in performing inventory counts for district departments
- Daily use of statutorily required computer maintenance management software and required computer maintenance management software systems
- Ensure timely and accurate completion of inventories for assigned areas
- Interact with colleagues in Warehouse, Property Control, Printing & Records Department, District administrators, department managers, and other appropriate district staff in the resolution of inventory, ordering and/or delivery related issues routinely
- Research transactions, recommend resolution options and proactively inform management of issues, trends or other concerns

- Assist in coordinating logistics and scheduling orders with vendors to ensure effective performance, documentation and necessary reporting
- Function as an inventory team liaison regarding application functionality, use and troubleshooting
- Schedule and facilitate the proper distribution and pickup of all supplies, recycling, textbooks and property items throughout the district
- Perform perpetual and/or spot check stock inventories and property as assigned
- Maintain a neat and orderly warehouse with the proper labeling prominently displayed
- Provide for emergency disasters as required
- Complete any registration, testing and current certification as required for FEMA, NEFEC, DOE for the operation of special equipment and emergency disasters
- Coordinate the delivery, pickup and shipping of district records for storage and disposal
- Maintain all records on items shipped and received
- Coordinate delivery, pickup and shipping of testing materials
- Serve as point of contact for the department in equipment maintenance, ensuring maintenance and preventative is performed as needed
- Perform other duties as assigned by the Manager of Warehouse, Property Control, Printing & Records and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Manager of Warehouse, Property Control, Printing & Records and/or designee

Evaluation:

Annual evaluation done by the Manager of Warehouse, Property Control, Printing & Records and/or administrative designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Noninstructional Level C

Job Code:

77645

Board Approved: 03/04/97

Revised: 01/20/09, 03/03/09, 05/17/11, 06/10/14, 07/6/15, 10/18/16