

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

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| <b>WAREHOUSE INVENTORY SPECIALIST</b> |
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**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, inventory, and logistics procedures
- Thorough knowledge of forklift, hand truck and pallet jack operation
- Must pay close attention to details and be able to follow directions
- Ability to maintain and understand simple reports
- Working knowledge of computers
- 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
- Possess strong analytical and problem solving skills Possess an understanding of compliance requirements for the performance of physical inventories

**Desired Qualifications:**

- Florida Class "B" CDL driver's license with the appropriate endorsements
- Proficient in the use of Microsoft Office, with particular emphasis on Excel
- Excellent and effective interpersonal, communication (oral and written), collaboration, organization and time management skills
- Experience with using Statutorily required computer maintenance management software

**Performance Responsibilities:**

- Coordinate the pick-up, sort and deliver district correspondence to the various schools and departments through a scheduled route as needed
- Load and unload property from private and district owned vehicles with due precaution for the safety of personnel and the proper care of the materials and equipment
- Assist in the proper distribution and pickup of all supplies, textbooks and property items
- Fill warehouse stock orders requested by sites; assist customers with orders as needed
- Monitor inventory levels; receive, stock, assist with ordering and maintain inventory of supplies; issue requisitions for purchase as necessary

- Maintain records on records of items shipped and received
- 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
- 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
- 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
- Ensure adequate files are kept to provide an accounting track for all actions taken
- Complete any registration, testing and current certification as required for FEMA, NEFEC, DOE, DOT, etc. for the operation of special equipment and emergency disasters
- Coordinate the delivery, pickup and shipping of district records for storage and disposal
- Provide assistance during emergency situations as required.
- This position requires 24-hour call back in cases of emergency and supervisory presence, seven days a week.
- Maintain all records on items shipped and received
- Use sound judgment and follow-through in decision-making
- 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 designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Noninstructional Level D

**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, 03/20/23, 05/30/23, 11/14/23

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