



EMPLOYEE NAME: \_\_\_\_\_

Revised: 8/99; 5/04; 11/06, 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Assistant Director, Warehouse/Records Management	<b>JOB CODE:</b> 465B
<b>DIVISION:</b> Operational Support	<b>SALARY SCHEDULE:</b> Professional/Supervisory Support
<b>DEPARTMENT:</b> Business Services	<b>WORK DAYS:</b> 238
<b>REPORTS TO:</b> Sr. Executive Director, Business Services	<b>PAY GRADE:</b> Rank C (NK03)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> Supervises the Warehouse and Records Management Operations for the District. Implements procedures and maintains operations for the supply functions of ordering, receiving, inspecting inventory, storing, processing and shipping of all warehouse stock, District surplus, and District records.	

**REQUIREMENTS:**

1.	Educational Level: Bachelor Degree in Business Administration or related field
2.	Certification/License Required: Valid Georgia Drivers License
3.	Experience: 6 or more years of progressively responsible warehouse related experience ; 1 year supervisory experience required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; organization, planning, leadership, computer (Microsoft Office Suite, other productivity systems)

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

**ESSENTIAL DUTIES:**

1.	Demonstrates prompt and regular attendance.
2.	Supervises the daily activity of the Warehouse and Records Management operations and associated staff.
3.	Develops and implements procedures for Warehouse operations that promotes efficiency and accountability including: inventory control and cost accountability; proper disposal of District’s surplus properties; quality Control; warehouse safety to provide a clean safe work environment.
4.	Communicates with local schools and departments regarding procedures for Warehouse operations, records retention, records disposal and access to records.
5.	Maintains an updated knowledge of all laws, regulations, management principles and practices related to pertaining to the maintenance, storage and disposal of records.
6.	Monitors Records Retention Schedules in accordance with the Georgia Records Act in order that such schedules can be communicated to district personnel.
7.	Coordinates and certifies the destruction of inactive records according to approved retention schedules.
8.	Develops and implements procedures for Records Management options including quality control and updating, documenting and indexing.
9.	Develops short and long term goals for the Warehouse and Records Management operations.
10.	Prepares and manages the annual budget for the Warehouse and Records Management.
11.	Assists with the bidding, purchase and contract management of products used throughout the District.
12.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_