

**School District of Santa Rosa County
Job Description**

Central Receiving Manager

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| Reports to: Director of Purchasing and Contract Administration | FLSA Status: Non-Exempt |
| Department: Purchasing/Warehouse | Prepared by: Human Resources |
| Date: April 24, 2014 | Job Code: 11010 |
| Position #: 62240 | Range: 13 |

Principal Duties and Responsibilities (Essential Functions):

Essential functions are fundamental job duties. They do not include marginal tasks which are also performed but are incidental to the primary functions. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the class necessarily perform every duty listed. Personal characteristics required of all employees, such as honesty, industry, sobriety, and the ability to get along with others, are presumed qualities and may not be listed specifically.

- Receives, unpacks and stores fixed assets;
- Signs for materials received;
- Checks incoming equipment against invoices or purchase orders;
- Checks quantity, quality and conditions of goods received for conformity to purchase order specifications;
- Assembles, packs and transports or arranges transporting fixed assets;
- Properly tags and accounts for incoming fixed assets;
- Maintains office records and files;
- Uses computer for data entry and property control records management;
- Performs related duties as required.

Supervision Received:

Purchasing Agent
Director of Purchasing and Contract Administration

Supervision Exercised:

None

Minimum Qualifications & Skills Required:

Graduation from high school or GED. Four years' experience in inventory operations. Warehouse conditions; exposure to some extreme temperatures; exposure to dust and warehouse noise; safety shoes required for work.

Preferred:

Computer and record keeping literacy.

Physical Demands:

Must be able to lift over 45 pounds, operate a truck. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Terms of Employment:

Approved Compensation Plan
Educational Support Salary Schedule

Conclusion:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, and responsibilities or working conditions associated with the position.