

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

**Textbook and Surplus Warehouse Manager**

<b>Reports to:</b> Director of Purchasing and Contract Administration	<b>FLSA Status:</b> Non-Exempt
<b>Department:</b> Purchasing	<b>Prepared by:</b> Human Resources
<b>Date:</b> July 10, 2014	<b>Job Code:</b> 11010
<b>Position #:</b> 62236	<b>Range:</b> 17

**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.

- Supervises receiving, sorting and routing of surplus supplies, equipment and materials;
- Searches out source of supply for surplus items;
- Manages textbook depository;
- Insures proper paperwork processing;
- Checks quantity, quality and conditions of goods received;
- Supervises warehouse personnel;
- Maintains office records and files;
- Uses computer for data entry and records management;
- Performs other duties as required or assigned.

**Supervision Received:**

Purchasing Manager  
Director of Purchasing and Contract Administration

**Supervision Exercised:**

Warehouseman

**Minimum Qualifications & Skills Required:**

- Graduation from four year college or university with a degree in Business Administration or business related area and two years experience in purchasing, warehousing or related fields;  
or
- Two year degree in Business Administration or business related area and four years experience in purchasing, warehousing or related fields;  
or
- graduation from high school or GED and six years experience in purchasing, warehousing or related fields (or an equivalent combination of training and experience.)
- Applicant must have a valid State of Florida Driver's License at the date of hire and maintain said license while employed in this position.

**Preferred:**

- Use of computer
- Professional certification preferred. Approved certifications include, but are not necessarily limited to: National Institute of Governmental Purchasing (NIGP), Certified Public Purchasing Officer (CPPO) and Certified Professional Public Buyer (CPPB), or National Association of Purchasing Management (NAPM) and Certified Purchasing Manager (CPM).

**Physical Demands:**

Must be able to lift over 45 pounds, operate a truck and forklift. Warehouse conditions; exposure to some extreme temperatures; exposure to dust and warehouse noise; safety shoes required for work. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the 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.