

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Assistant Textbook Distribution Manager **Department:** Business Affairs

Grade G
H.P.D. 8
D.P.Y. 260

Job Description

Date Reviewed: August 2010

Reports To: Textbook Distribution Manager

Purpose of Job

The purpose of this job is to assist the Textbook Distribution Manager with the overall management of the Textbook Processing and Distribution function. Duties and responsibilities include assisting the Manager with scheduling and distribution tasks and supervising, training and evaluating personnel, cross training staff with Textbook Processing Operations' staff; identifying and managing budgetary requirements, ordering, receiving, and distribution of textbooks and teacher ancillary materials; accountability for inventory; maintaining records and an audit trail of transactions; central office mail delivery and custodial personnel and insuring a safe working environment.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

In the absence of the Textbook Distribution Manager, supervises, handling employee concerns and problems, assigning work, counseling and recommending disciplinary and other personnel actions.

In the absence of the Textbook Distribution Manager, verifies and approves time and attendance for personnel supervised and authorizes leave request prior to submitting to the Payroll Office for processing.

In the absence of the Textbook Distribution Manager, coordinates efforts with the Textbook Processing Manager on a daily basis to insure an efficient and effective delivery of service and productivity.

Assists the Textbook distribution Manager with maintaining accountability for a multi-million dollar inventory of textbooks and materials that are delivered county-wide annually.

Receives inventory items in computer system and verifies information for accuracy.

Schedules pickups with Principals; schedules delivery with vendors.

Oversees furniture and material transfers, courier service, food service delivery and central office mail distribution; documents all materials movements.

Prepares and processes incoming delivery orders for consumable food service products and school and office supplies; verifies and documents incoming materials receipts.

Reviews and complete work orders daily; schedules and assigns priority workload for personnel.

Stock inventory and rotates USDA food supplies in refrigerator/freezers and analyze temperature charts to ensure proper operation of freezers and refrigerators daily.

Loads/unloads textbooks, materials, food supplies and furniture using tow motor.

Assists in training sessions for new personnel and ensures all personnel are trained on safety procedures for light utility vehicles and other equipment such as tow motor/forklift, pallet jack and stacker truck personnel.

Assist with the organizing and the disposal of surplus property via an on-line auction process.

Operates light utility vehicles and other equipment such as tow motor/forklift, pallet jack and stacker truck ensuring safety procedures are followed.

Performs daily pre-operation inspection on light utility equipment, forklift and trucks as required.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School diploma (or GED) required, with three years of warehouse experience required, or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Must possess a valid Tennessee Commercial Driver's Licenses.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, Textbook Processing and Distribution, Warehouse and inventory control practices as they pertain to the performance of duties relating to the job of Assistant Textbook Distribution Manager. Has considerable knowledge of Textbook Processing and Distribution and supervisory practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Is able to

develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergency situations, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Specifically, has knowledge of state and locally adopted textbook titles and publishers for all grade levels, ISBN and TBC numbers, teacher resources and ancillary materials (both national and state versions), and the various workbooks associated with each textbook. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers. Is able to read, understand and interpret financial reports and related materials. Has knowledge of barcode and scanning system used by the School System.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of trucks, mechanics tools, and office and warehouse equipment such as pallet jack, tow motor/forklift, computer, telephone, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert over one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of over one hundred pounds.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of Assistant Textbook Distribution Manager Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand relatively basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Assistant Textbook Distribution Manager.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; and determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under moderate stress when confronted with an emergency related to the job of Assistant Textbook Distribution Manager

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date