

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

Job Title: Textbook Distribution Associate **Department:** Business Affairs

Grade F
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 perform all tasks necessary to process and distribute textbook orders and teachers' ancillary materials. Duties and responsibilities include receiving, and processing inventory completing orders and disbursement to schools county-wide. Other duties and responsibilities include safe operation and general maintenance of utility vehicles, transportation of food items from central location to schools, loading/unloading supplies, and maintaining freezers, docks and storerooms.

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.

Receives, verifies and documents incoming textbooks, food items, and other goods.

Transports textbook orders, furniture, and equipment to schools and other locations within the county and documents accuracy of orders delivered.

Pulls food orders and supply orders from shelves.

Rotates USDA Food Supplies in refrigerator/freezer. Analyzes temperature charts to ensure proper operation of freezers and refrigerators daily.

Operates light utility equipment 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. Submits safety sheet to Textbook Distribution Manager or Assistant Textbook Distribution Manager.

Delivers food and other supplies to all schools, locations and offices within school system; provides courier service.

Picks up bio-hazardous and unusable materials and transports to waste disposal site; submits bio-hazard invoice to Textbook Distribution Manager.

Returns vehicle to motor pool; pulls preventative maintenance on vehicle, ensuring all needed repairs are done; maintains a clean vehicle.

Cross-trains with Textbook Processing Associates in order to assist during periods of high volume or during the absence of other personnel.

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 six months to one year of utility equipment operations and one year of warehouse, inventory control or general office experience preferred. Must possess a valid Tennessee Commercial Driver's License.

KNOWLEDGE OF JOB

Has general 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 Textbook Distribution Associate. Has general knowledge of Textbook Processing and Distribution 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. 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 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 work with little direct supervision when necessary. 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. 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 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 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 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 Textbook Distribution Associate. 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 basic principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Textbook Distribution Associate.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected 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 office 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 above 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 elected 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 Textbook Distribution Associate. .

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