

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: DIRECTOR OF SHIPPING & RECEIVING

TITLE#: 1239

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for the receipt, storage and distribution of all supplies and equipment purchased by a school district and the maintenance of records related to inventory of supplies and equipment. Work is performed under the general supervision of an administrative employee of higher rank with leeway allowed for independent judgment. Exercises direct supervision over warehouse staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates stock supplies and projects usage to facilitate the automatic reordering of these items;

Receives, inspects, and stores all equipment and supplies purchased by the District;

Distributes all supplies to various schools throughout the District;

Notifies District office of depletion of stock and initiates purchase order to replenish stock;

Receives requisitions from school principals and notifies the purchasing clerk of these requisitions when unable to fill an order;

Rotates stock according to shelf life to facilitate cost effective usage of supplies;

Keeps an inventory of all equipment and supplies owned by the district.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern storekeeping methods and practices; working knowledge of shipping procedures; working knowledge of computer operations; working knowledge of basic math and record keeping; ability to operate a fork-lift; ability to lift a minimum of 70 pounds; ability to get along with others; familiarity with the various equipment and supplies used in school districts; physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three (3) years of warehouse experience which includes maintaining a computerized inventory and operation of a fork-lift.

NOTE: Possession of a Class D driver's license is required at time of appointment.

JURISDICTIONAL CLASSIFICATION: Competitive

DRAFTED: 9/5/89

ADOPTED: 9/29/89

REVISED: 2/26/99

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