



Distribution Center Director

Distribution Center

DC/1

JOB SUMMARY

This position is responsible for managing the operations of the Distribution Center.

MAJOR DUTIES

- Plans, organizes and directs the college's daily shipping/receiving, central stores, property control, surplus property, records storage, and warehouse operations.
- Reconciles capital ledger acquisitions to the asset management system to maintain property inventory.
- Schedules and supervises the annual equipment physical inventory; schedules and supervises the bi-annual central stores materials physical inventory; ensures inventory integrity and loss prevention by establishing checks and balances.
- Supervises the processing of all receivers into the purchasing system; creates journal entry change requests to record charges to departments.
- Serves as agency property manager and approves all surplus property transactions.
- Ensures the maintenance of adequate warehouse storage space required for college operations.
- Develops and maintains standard operating procedures for Distribution Center operations; develops and enforces safety procedures.
- Manages Distribution Center and Emergency Management department budgets.
- Prepares reports for senior management and plans for changes to schedules and policies.
- Works with campus departments to provide desired customer services by managing and directing the installation or transfer of equipment and furniture.
- Ensures the timely delivery of all goods and services in accordance with established standards.
- Reviews and approves departmental payroll.
- Develops, reviews, revises and distributes the college emergency management action plan and the hazard mitigation plan.
- Manages the college's emergency notification systems.
- Develops and delivers emergency action information and alert notifications.
- Assists the Vice President for Fiscal Affairs with loss control and risk management functions.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of computers and job-related software programs.
- Knowledge of distribution, warehousing and materials handling principles.
- Knowledge of accounting and budget management principles.
- Knowledge of inventory management principles.
- Knowledge of emergency management principles.
- Knowledge of University System of Georgia policies and procedures.
- Knowledge of college policies and procedures.
- Skill in the delegation of responsibility and authority.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Vice President for Fiscal Affairs assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include State Accounting Office business process policies, the Georgia Surplus Property Manual, records retention schedules, the college emergency action plan, Board of Regents policies and procedures, and college and department policies and procedures. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. The unique needs of each customer contribute to the complexity of the position.
- The purpose of this position is to manage the operations of the Distribution Center. Success in this position contributes to the efficiency and effectiveness of those operations.

CONTACTS

- Contacts are typically with co-workers, other college employees, students, vendors, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, or stooping. The employee frequently lifts heavy objects.
- The work is typically performed in an office, stockroom, warehouse and outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, and machinery with moving parts. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Distribution Center Assistant (2) and over assigned student workers.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.