

Leon County Public Schools Classification Specification

Salary Grade 27

Summary Information:

Classification Title:	Manager, Warehouse	Date Prepared:	04/2003
FLSA Status:	Exempt		

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

474	Acquisition Analysis - Materials and Supplies	Issue and evaluate bids, and place orders for materials, supplies, business equipment, food and services.
359	Fixed Assets - Accounting	Catalog and account for fixed assets of the school system. Maintain records. Includes analysis, reconciliation, and reporting as necessary.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise
008	Internal Liaison	Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
320 A	Budget Preparation – Programs/Projects	Conduct tasks related to the preparation of the annual budget for programs or projects.
322 A	Budget Monitoring – Department/School	Monitor expenditure and revenue patterns and adjust the budget, as needed.
075	Policy Manual Development and Maintenance	Develop and maintain manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.).
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
003	Performance Appraisal	Monitor and evaluate the performance of your employees. Conduct career counseling.

Leon County Public Schools Classification Specification

Activity Name (cont)

613	Self Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience: B.A. Degree or B.S. Degree with three years related experience; or
A.A. Degree with five years related experience; or
High School diploma or equivalent with seven years related experience

Supervisory Responsibility: Yes

Type of Supervision: Supervision typically takes substantial time with respect to assigning, reviewing, and checking work. This position is responsible for addressing business and personnel difficulties under standard procedures.

Effective Date: 07/01/2003