

## **Killeen Independent School District Job Description**

**Job Title:** Distribution Center Operations Manager  
**Department:** Purchasing and Distribution Center  
**Reports To:** Distribution Center Coordinator  
**FLSA Status:** Non-exempt

### **SUMMARY**

Supervises and coordinates activities of employees concerned with ordering, receiving, storing, inventorying, issuing and shipping materials, supplies, tools, equipment and parts in the Distribution Center. Maintains accountable records.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Maintains accountability of stock/inventory in the Distribution Center.

Maintains accurate stock record balances by ensuring proper and timely posting of all receipts, issues, and/or adjustments affecting stock balances.

Manages interface of stock control functions with other warehousing operations such as order processing, order picking and assembly, order delivery, and customer service.

Maintains files, reports, and documentation to facilitate proper accountability of annual inventory in accordance with established procedures and performance standards.

Ensures files are properly maintained to provide an accurate audit trail of actions and is capable of assisting in resolving questions/problems.

Prepares reports to facilitate management of Distribution Center operations.

Ensures timely and accurate processing of customer's requisitions/orders in accordance with established performance standards.

Studies records and recommends remedial action for reported nonstable, slow moving, and excess stock.

Processes, investigates, and resolves Distribution Center denials and ensures customers receive proper credit/adjustments.

Traces history of items to determine reasons for discrepancies between inventory and stock control records and recommends remedial actions to resolve discrepancies.

Forecasts requirements and coordinates with Purchasing and customers/activities to ensure products are on hand or on order to satisfy the district's requirements.

Maintains accurate accountability of stock to ensure actual on-hand balances correspond to stock record balances in accordance with performance standards.

Directs periodic and special inventories to ensure accuracy of inventory records and takes corrective actions to resolve discrepancies.

Maintains accuracy of inventory even when units are purchased in one unit of measure (i.e., cases) and sold in other units of measure (i.e., each).

Interfaces with the Lead Warehouse Worker to optimize accountability, service, order transmittal, and order processing.

Ensures stock book accuracy through coordination with general ledger and accounting staff.

Reverse and cancels lines on purchase orders in coordination with accounts payable and purchasing.

Trains new district employees on Distribution Center procedures and the inputting of requisitions.

Performs duties of employees supervised.

Performs other duties as may be assigned by the Distribution Center Coordinator.

**SUPERVISORY RESPONSIBILITIES** Supervises five employees. Carries out supervisory responsibilities in accordance with KISD's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** High school diploma or general education degree (GED). Some college preferred. Five years warehouse/stock control and accounting experience preferred.

**LANGUAGE SKILLS** Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

**REASONING ABILITY** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Continual walking, standing climbing, stooping, bending, kneeling, and reaching with hand and arms and use hand to finger, handle, or feel. Must be able to lift up to 50 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work outside and inside, work around machinery with moving parts, work around moving objects or vehicles; exposed to dampness, humidity, hot and cold weather, and slippery or uneven walking surfaces. The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES** Ability to operate light truck (less than 26,000 lbs). Use computer, hand tools, forklift, ladder, dolly, scaffolding, pallet jack, and hand truck.

**OTHER QUALIFICATIONS** Knowledge of business law as it pertains to procurement for schools.

**Reviewed/Revised By:** Vanessa M. Torres, Auxiliary HR Coordinator

**Reviewed/Revised Date:** November 17, 2021

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.