

RANGE N05

**JTC NO. TP6
FLSA EXEMPT Y**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: District Shipping and Receiving, Inventory Manager
DATE PREPARED: Summer 2014
DATE REVISED: Spring 2015; Fall 2016

GENERAL SUMMARY:

Responsible for planning, coordinating, and supervising the activities of the receiving department, inventory control, and district mail services.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

Manages the daily operations of the receiving department. Establishes procedures and designs forms.

Participates in checking materials received for proper quantity, description, specification and condition.

Maintains records, conducts physical inventories, and disposes of surplus property.

Serves as liaison with other campus locations and District Service Center Departments regarding receiving and inventory problems.

Supervises and/or conducts physical inventory of property for the District Service Center and audits inventory results.

Oversees and documents the transfer and disposition of district property and/or equipment; disposes of surplus items. Coordinates with designated auction house for sale of district property/equipment and prepares required paperwork.

Supervises the maintenance of manual or automated accounting records of property purchased, and assigns inventory numbers to each item.

Ensures an efficient system of property management and control, and recommends improvements as needed.

Supervision: Responsible for the selection, training, coaching, development and evaluation of assigned full time staff.

Responsible for supervising district mail services. Ensures couriers/drivers are properly trained. Assists with the purchase of mail vehicles and schedules vehicles for maintenance.

Performs related duties as assigned.

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REPORTING RELATIONSHIP:

Varies to meet organizational need.

PHYSICAL EFFORT REQUIRED:

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.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, push, lift, dig, haul, pull, reach, carry, lift, grasp, squat or stoop, bend and twist the body while performing essential duties, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs, talk or hear. The employee must have the ability to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye.

MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

- Associate's degree or higher and two years of experience in shipping, receiving and inventory management work **or** graduation from high school or equivalent and six years of experience in shipping, receiving and inventory management work.
- Must have one-year supervisory experience.
- Ability to train and schedule the work of others.
- Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others.
- Oral and written communication skills to effectively interact with individuals from diverse backgrounds and varying levels of DCCCD staff.
- Requires a valid driver's license.
- Strong knowledge and experience providing effective customer service.
- Official transcripts will be required.
- *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***