

Director of Distribution

Marshall Public School District Job Description

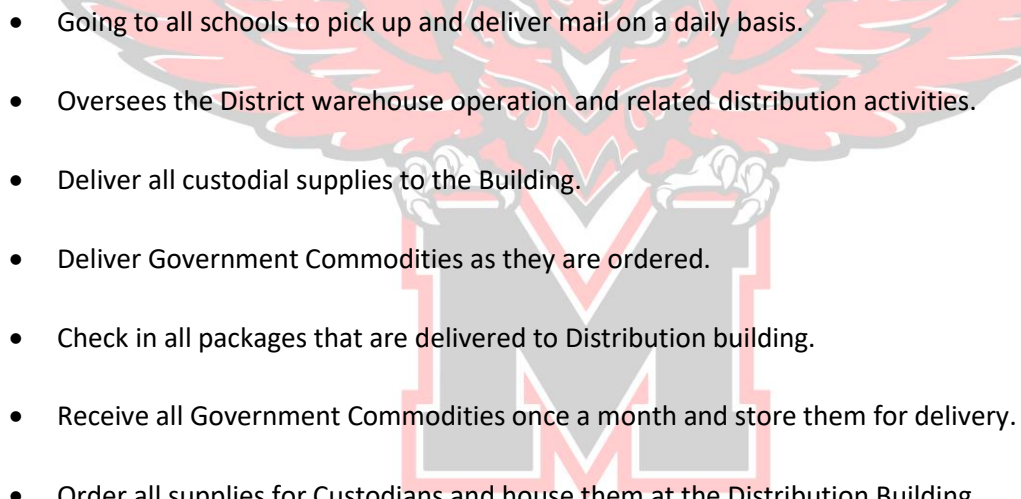
Position Title: Distribution Director

Department: Distribution

Reports To: Assistant Superintendent

Summary: *Manages the distribution of all inter-school mail, receiving and shipping of packages. Storing and delivering of all Custodial supplies. The moving of all inter-school equipment, the mailing of outgoing mail and making bank deposits every day. Receive and deliver Government Commodities to all school kitchens. Assist the Superintendent with the purchasing and bidding process for the district.*

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

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- Going to all schools to pick up and deliver mail on a daily basis.
 - Oversees the District warehouse operation and related distribution activities.
 - Deliver all custodial supplies to the Building.
 - Deliver Government Commodities as they are ordered.
 - Check in all packages that are delivered to Distribution building.
 - Receive all Government Commodities once a month and store them for delivery.
 - Order all supplies for Custodians and house them at the Distribution Building.
 - Keep a running inventory of all supplies.
 - Oversee the Web Based inventory system.
 - Supervise any helpers I have during the summer.
 - Move all inter-school equipment from building to building.
 - Deliver copy paper to schools and Central Office.

- Deliver all completed Print Shop jobs to all the buildings.
- Deliver paper needed in the Print Shop, as needed.
- Attending training conferences and seminars periodically.
- In the winter, remove snow from sidewalks at Central Office, and the Distribution Building.

ADDITIONAL RESPONSIBILITIES: Providing assistance to the Assistant Superintendent of Business Operations, including but not limited to purchasing, the bidding process (RFP's) and the keeping of records pertaining to the purchasing and bidding process. Communicating with architects and contractors, as needed.

EDUCATION and/or EXPERIENCE: High School diploma, ability to communicate and type. Record keeping experience is preferred, as is strong organizational skills, multi-tasking and the ability to work under tight deadlines. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

CERTIFICATES, LICENSES. REGISTRATIONS: Valid Driver's License

EVALUATION: Performance of this job will be evaluated on the basis of annual goals.

TERMS OF EMPLOYMENT: Twelve-month employee. Salary to be established by the Board of Education.