Hernando County School Board
Florida

FLSA: Exempt, Non-Union

MANAGER OF WAREHOUSE, PROPERTY CONTROL, PRINTING & RECORDS

Required Qualifications:

- A.A. or A.S. Degree
- Knowledge of School Board, Florida Statutes and Department of Education (DOE) policies, regulations and procedures as they relate to property acquisition and disposal
- Proficient in computer and software applications, i.e., Microsoft Word and Excel
- Previous leadership and supervisory experience
- A combination of work experience and education can be substituted for the degree
- Must possess a valid Florida driver's license

Desired Qualifications:

- Bachelor's Degree
- Experience in accounting, auditing, property records and/or warehouse management in a large-scale governmental operation (preferably a school district)
- Knowledge of TERMS fixed asset and financial software system or other system designated by School Board
- Experience with using Statutorily required computer maintenance management software
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively, both oral and in written

Performance Responsibilities:

- Responsible for reconciliation of the general fixed assets financial statements
- Responsible for overseeing and monitoring daily activities and functions of the property, printing and warehouse departments and staff
- Monitor and maintain standard, daily accounting procedures and principles as they relate to requisitions and purchase orders prior to release for accuracy and compliance to Red Book accounting principles and all applicable board, state and DOE regulations
- Manage, oversee and coordinate all fixed asset expenditure tagging, transfers, deletions and inventorying of all tangible equipment and materials
- Review requisitions and purchase orders for proper account coding according to Red Book
- Familiarization with state statutes, State of Florida Administrative Rules, and local Board policies with respect to fixed asset property expenditures, rules and regulations
- Responsible for monitoring and overseeing all aspects of the TERMS software system as it relates to fixed assets and warehouse
- Responsible for overseeing and coordinating all aspects of the disposal of surplus property, textbook items, recycling and district records

- Responsible for maintaining accurate records of general fixed assets financial statement for the district and state auditor
- Maintain and reconcile control accounts of total capital expenditures for audit on a monthly basis
- Responsible for overseeing and ensuring that adequate files are maintained and updated for proper audit trail accountability as they relate to tangible property items and warehouse stock
- Responsible for overseeing activities and functions of the warehouse including annual inventory, personnel, safekeeping of inventory stock, equipment and overall warehouse facility
- Responsible for overseeing property and warehouse accountability inventory system
- Responsible for overseeing all aspects related to the print shop
- Responsible for overseeing all aspects related to the records department
- Assist in the departmental preparation of the budget, as it relates to property records, printing, warehouse and records
- Interact with departments and schools to help identify and properly code all property items
- Audit and solve related problems with invoices regarding tangible property
- Monitoring, supervise, and complete performance evaluations of the property, printing and warehouse department personnel
- Responsible for keeping the Director of Purchasing & Warehousing aware of all potential or impending problems and/or situations which involve property, printing and warehouse activities
- Develop continuing relationships with departments and schools to better understand required property coding and procedures
- Utilize knowledge of personal computer software as it pertains to activities such as data input and retrieval, generation of reports and development of spreadsheets
- Assist in the district's annual year-end inventory of warehouse, maintenance and transportation departments, if needed
- Attend meetings as they relate to fixed asset property as required
- Perform other duties as assigned by the Director of Purchasing & Warehousing and/or designee

Physical Demands:

Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force regularly or as needed to move objects

Reports to:

Reports directly to the Director of Purchasing & Warehousing and/or designee

Evaluation:

Annual evaluation done by the Director of Purchasing & Warehousing and/or designee

Terms of Employment:

12-month employment

Salary:

Salary based upon approved salary schedule - Professional/Technical/Supervisory Category E

Job Code:

77626

Board Approved: 06/17/03
Revised: 01/20/09, 03/03/09, 05/17/11, 09/06/11, 06/10/14, 7/6/15, 10/18/16, 07/26/2022