

**JOB TITLE: DISTRIBUTION SERVICES COORDINATOR**

**JOB DESCRIPTION:**

This employee is responsible for the supervision of Distribution Services warehouse personnel.

Duties of this position include but are not limited to:

1. Assisting with the development of routes and schedules for Distribution Services deliveries.
2. Supervising the Distribution and Material Handlers.
3. Assisting with making recommendations for employment and assignment of personnel.
4. Evaluating personnel.
5. Coordinating new inventory, stock analysis, and inventory rotation.
6. Assisting in budgeting for salaries, supplies and equipment.
7. Maintaining budget and cost accounting records.
8. Maintaining inventories of materials and equipment.
9. Providing periodic reports to the appropriate person.
10. Supervising the movement of records from school and department sites to warehouse storage and coordinating efforts with department regarding storage and/or destruction.
11. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. High school diploma or equivalent.
2. Ability to communicate effectively in written and oral form.
3. Extensive experience in delivery or warehousing operations.
4. Knowledge of the Pasco County geographic area.
5. Demonstrated record of safe driving.
6. Appropriate valid Florida Driver's License for vehicle(s) driven.
7. Demonstrated leadership ability.

**DESIRED QUALIFICATIONS:**

1. Ability to accept responsibility.
2. Extensive knowledge of warehousing and distribution systems.
3. Ability to delegate authority.