



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 4/18/2024

Coordinator, Distribution Center

Pay Scale: B

Level: 16

FLSA Status: Exempt

Job Family: Facilities

Primary Location: Facilities Services

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

Oversees and directs operations of the School District's Distribution Center, including ordering, inventory management, courier service, logistics, and public auction operations.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Supervises Distribution Center operations; plans and coordinates work of staff to accomplish distribution center goals; receipt and deliveries of products and supplies
- Monitors and evaluates the performance of all Distribution Center staff, including seasonal help
- Coordinates all furniture orders for new and existing LCPS facilities and ensures deliveries are made by delivery dates
- Oversees public surplus auction operations
- Responds to inquiries from school staffs regarding needs and shipments; this includes status updates regarding delivery, inquiries regarding delays and resolving issues that may arise
- Coordinates textbook orders with school staffs, managing such orders to obtain desired textbooks at least cost; works with the Department of Instruction on curriculum changes impacting textbook requirements
- Assesses, manages, adjusts inventory operation to maintain accurate records and delivery
- Oversees and coordinates courier service delivery across the school division
- Manages budget and purchasing for the Distribution Center; forecasts future needs, ensures all funds are accounted for; coordinates with supervisor on funding limitations
- Organizes warehouse space to ensure maximum capacity is meant, space is maintained for future deliveries, and supervises warehouse storage and picking operations

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

High School Diploma or GED equivalent

Experience

Three (3) to five (5) years of experience in warehousing, receiving, inventory control or materials management in a manufacturing environment, with two years of supervisory experience

Licenses and Certifications

Knowledge, Skills, and Abilities

- Knowledge of the concepts and practices of warehouse management as applied to the requirements of Loudoun County Public Schools
- Knowledge of the methods and procedures of warehouse work
- Knowledge of effective techniques of supervision
- Ability to manage central warehouse serving school facilities and users
- Ability to perform warehouse work quickly and efficiently
- Strong interpersonal and communications skills
- Ability to multi-task with changing priorities

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing, or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified

employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Essential Personnel Disclosure

Employees who perform the responsibilities of this job are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.