



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 9/12/2023

Operations Specialist (Distribution Center)

Pay Scale: B

Level: 10

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Distribution Center

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

This position performs specialized work responsible for determining and implementing the most cost-effective method of disposal for LCPS surplus property according to State and School Board policies and procedures. Acts as the primary point of contact for auction end users and staff concerning surplus property. Provides coordination and procurement support to Distribution Center Coordinator for school operational furniture purchases. Interacts with Coordinator to assess priorities in a fast-paced work environment to provide high-level operational support. Work is performed independently and requires high standards of ethics as well as excellent judgement with the ability to make appropriate interpretations of policies and procedures.

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.

- Assesses surplus property to best meet the on-going needs of LCPS schools and facilities to maximize the reutilization or resale value by evaluating condition and age, identifying buying trends, assessing quantity and current demand of items for operation use, size, and weight in relation to available storage
- Serves as Distribution Center liaison for the public auction and surplus property, communicating with administrators, supervisors, and staff, regarding available surplus inventory and surplus process, communicating with the public concerning auction
- Drafts and recommends improved procedures and policies pertaining to surplus property and public auction
- Facilitates training of auction support staff and on-site supervision
- Creates detailed auction descriptions including photographs to upload to auction vendor's website for public auction following State auction procedures
- Coordinates donation of surplus property with non-profit organizations; coordinates with LCPS departments and resources to complete donation process
- Analyzes and maintains fairness of auction bidding and buying according to LCPS Terms and Conditions; enforces policies
- Develops, maintains, and adheres to accounting standards and record retention; ensures compliance with State and School Board policies for furniture purchases, public auction, and surplus property including multiple department's fixed asset property

Loudoun County Public Schools

- Maintains detailed inventory records of surplus property available for reutilization, property sold, recycled, or donated
- Creates detailed room by room furniture plan documents for new school furniture and renovations, including furniture part numbers, vendor information, quantities and colors; reviews building plans for discrepancies, communicates with furniture vendors and Construction Project Managers
- Works with vendors for cost proposals based on national purchasing agreements, current contracts and competitive pricing for school furniture on-going needs, stock, new schools, renovations and mobiles, reviews proposals for accuracy
- Prepares requisitions and purchase orders, communicates orders to receiving department or school, completes receiving, monitors invoice payments
- Maintains master list of furniture purchases for schools including replacements of warranty furniture, styles and colors and part numbers
- Maintain Distribution Center financial expense ledges and documents, provide financial reports and summaries
- Administrative support to Coordinator including memo preparation to administrators, staff uniform purchases, purchases for warehouse

Qualifications

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

Education

Bachelor's Degree in Business Management or related field

Experience

Licenses and Certifications

Knowledge, Skills and Abilities

- Knowledge of State and School Board accounting procedures and structures
- Excellent customer service relations, communication and organizational skills; ability to make independent judgments with minimal supervision while managing multiple projects
- Advanced knowledge of Oracle and Microsoft applications preferred

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 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. May occasionally be exposed to extreme temperatures or other inclement weather, and loud noises.

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.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.