

**Hernando County School Board**  
**Florida**

FLSA: Exempt, Non-Union

<b><u>DIRECTOR OF PURCHASING &amp; WAREHOUSING</u></b>
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**Required Qualifications:**

- Bachelor's Degree or higher in Business Management or related field from an accredited educational institution
- Minimum of five (5) years of experience involving purchasing and administration for a large organization, preferably a school district
- Considerable knowledge of computer operations and software applications (Microsoft Word, Excel, etc.)
- Previous supervisory experience
- Certified Purchasing Manager (CPM) or Certified Procurement Purchasing Officer (CPPO). May substitute certification as a Certified Professional Public Buyer (CPPB) with requirement to certify as a CPM or CPPO within two years or related certification
- Must possess a valid Florida driver's license

**Desired Qualifications:**

- Broad knowledge of Skyward Purchasing and Warehouse Management Software System
- Knowledge of Florida state statutes, Department of Education Administrative Rules, budgeting, cost accounting, contract management, contract negotiations, cost avoidance programs and current industry procurement standards
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

**Performance Responsibilities:**

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- Serve as the district's Purchasing & Warehousing Director with responsibility for managing and coordinating purchasing and warehousing throughout the district, ensuring that the district will realize maximum value educationally and financially in securing supplies, materials, equipment and services
  - Direct, coordinate, and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
  - Direct and prepare all bidding documents, including notice to bidders, specifications and proposal form
  - Tabulate proposed bids and make recommendations as to successful bidders when appropriate
  - Direct the monitoring of all purchase requisitions to determine correctness of information included on purchase orders

- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services related to purchasing, warehousing, print shop and District owned real and tangible property management
- Facilitate disposal of surplus assets by schools and departments
- Oversee the administration of record keeping for all District owned real and tangible property
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Assure accurate records of general fixed assets and financial statements are generated and maintained for the district and state auditors
- Monitor the budget for all services under the supervision of this unit
- Conduct workshops relating to purchasing procedures, quality control of items and availability of material with school-based and district-level staff
- Assist in the development of administrative guidelines and policies for assigned areas of responsibility
- Assist in the development, implementation and evaluation of staff development activities
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Assist in the preparation of the district's budget
- Responsible for adherence to Florida State Statutes, Department of Education Administrative Rules, School Board Policies and Procedures, as they relate to district purchasing expenditures
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

### **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

### **Reports to:**

Reports directly to the Executive Director of Business Services and/or designee

### **Evaluation:**

Annual evaluation done by the Executive Director of Business Services and/or designee

### **Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

77622

Board Approved:

# **Hernando County School Board Florida**

FLSA: Exempt, Non-Union

<b>DIRECTOR OF PURCHASING &amp; WAREHOUSING</b>
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## **Required Qualifications:**

- Bachelor's Degree or higher in Business Management or related field from an accredited educational institution
- Minimum of five (5) years of experience involving purchasing and administration for a large organization, preferably a school district
- Considerable knowledge of computer operations and software applications (Microsoft Word, Excel, etc.)
- Previous supervisory experience
- Certified Purchasing Manager (CPM) or Certified Procurement Purchasing Officer (CPPO). May substitute certification as a Certified Professional Public Buyer (CPPB) with requirement to certify as a CPM or CPPO within two years or related certification
- Must possess a valid Florida driver's license

## **Desired Qualifications:**

- Broad knowledge of Skyward Purchasing and Warehouse Management Software System
- Knowledge of Florida state statutes, Department of Education Administrative Rules, budgeting, cost accounting, contract management, contract negotiations, cost avoidance programs and current industry procurement standards
- Good organizational and computing skills
- Good interpersonal skills and the ability to maintain positive relationships and communicate effectively (both orally and written) with staff, district personnel and vendors

## **Performance Responsibilities:**

- Serve as the district's Purchasing & Warehousing Director with responsibility for managing and coordinating purchasing and warehousing throughout the district, ensuring that the district will realize maximum value educationally and financially in securing supplies, materials, equipment and services
- Direct, coordinate, and initiate purchases by competitive bidding and informal quotations, and negotiate for items of supply, equipment necessary for the operation of the district
- Direct and prepare all bidding documents, including notice to bidders, specifications and proposal form
- Tabulate proposed bids and make recommendations as to successful bidders when appropriate
- Direct the monitoring of all purchase requisitions to determine correctness of information included on purchase orders

- Evaluate and implement methods and procedures for improving economy, efficiency and quality of operations and services related to purchasing, warehousing, print shop and District owned real and tangible property management
- Facilitate disposal of surplus assets by schools and departments
- Oversee the administration of record keeping for all District owned real and tangible property
- Prepare administrative reports and maintain referral files and records necessary for effective performance and appropriate documentation
- Assure accurate records of general fixed assets and financial statements are generated and maintained for the district and state auditors
- Monitor the budget for all services under the supervision of this unit
- Conduct workshops relating to purchasing procedures, quality control of items and availability of material with school-based and district-level staff
- Assist in the development of administrative guidelines and policies for assigned areas of responsibility
- Assist in the development, implementation and evaluation of staff development activities
- Supervise assigned personnel, conduct annual performance appraisals and make recommendations for appropriate employment action
- Prepare all required reports and maintain all appropriate records
- Assist in the preparation of the district's budget
- Responsible for adherence to Florida State Statutes, Department of Education Administrative Rules, School Board Policies and Procedures, as they relate to district purchasing expenditures
- Keep the Executive Director of Business Services abreast of all ongoing situations, programs, changes and practices in the areas of assigned responsibility
- Maintains confidentiality in all district matters
- Models ethical behavior and displays leadership qualities
- Perform other duties as assigned by the Executive Director of Business Services and/or designee

### **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

### **Reports to:**

Reports directly to the Executive Director of Business Services and/or designee

### **Evaluation:**

Annual evaluation done by the Executive Director of Business Services and/or designee

### **Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Administrative

**Job Code:**

77622

Board Approved:

**Hernando County School**  
**Board Florida**

FLSA: Exempt, Non-Union

<b><u>BUYING MANAGER</u></b>
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**Required Qualifications:**

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- At least four (4) years of business experience directly related to purchasing and warehousing
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Working knowledge of purchasing related policies, procedures, materials management, Florida State Statutes and Department of Education Administrative Rules
- Working knowledge of purchasing source references and vendors for a wide variety of school related commodities and services as to their supply, cost and quality
- Working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment
- Working knowledge of general purchasing related office procedures, practices and equipment
- Working knowledge of Red Book accounting procedures and expenditure accounts

**Desired Qualifications:**

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)

**Performance Responsibilities:**

- Performs advanced, specialized duties involving purchasing activities necessary for the procurement of materials, supplies, equipment, services, and other accounting and inventory related responsibilities
- Working knowledge of administering state contract purchases, State Purchasing Agreements (SPA's), piggyback bid purchases
- Develop and write bid specifications for a wide variety of school related products and services and updates to bid specifications when needed
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists in inventory related purchases, products and identifying stock
- Prepare life cycle analysis and value analysis on products prior to purchase
- Prepare quotations when necessary
- Assists in developing and monitoring purchasing budget
- Maintain a network of peer contacts through professional organizations

- Submit recommendations for new/revised policies and programs to the Director of Purchasing
- Responsibility for monitoring and processing online electronic purchase requisitions for correctness, allowable purchases, alternate vendor sources for cost savings and/or availability from a district bid or another governmental agency contract
- Serve as District VISA® Purchasing Card program administrator
- Confers with vendors and attends product demonstrations and meetings as required
- Assists in training of departmental staff on internal purchasing procedures, as well as district policy and procedures and state statutes
- Supervise assigned personnel
- Perform other duties as assigned by the Director of Purchasing and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Purchasing and/or designee

**Evaluation:**

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

**Terms of Employment:**

12-month employment

**Salary:**

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

**Job Code:**

77637

Board Approved:

Revised:



**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>BUYING MANAGER</b>
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**Required Qualifications:**

- A.S./A.A. Degree with major studies in business, accounting or other related fields
- At least four (4) years of business experience directly related to purchasing and warehousing
- Considerable computer knowledge and proficiency involving operations and software (Microsoft, Excel, etc.)
- Working knowledge of purchasing related policies, procedures, materials management, Florida State Statutes and Department of Education Administrative Rules
- Working knowledge of purchasing source references and vendors for a wide variety of school related commodities and services as to their supply, cost and quality
- Working knowledge of storage and shipping requirements for a variety of materials, supplies and equipment
- Working knowledge of general purchasing related office procedures, practices and equipment
- Working knowledge of Red Book accounting procedures and expenditure accounts

**Desired Qualifications:**

- Nationally recognized certification such as a Certified Professional Public Buyer (CPPB)

**Performance Responsibilities:**

- Performs advanced, specialized duties involving purchasing activities necessary for the procurement of materials, supplies, equipment, services, and other accounting and inventory related responsibilities
- Working knowledge of administering state contract purchases, State Purchasing Agreements (SPA's), piggyback bid purchases
- Develop and write bid specifications for a wide variety of school related products and services and updates to bid specifications when needed
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists sites with purchasing vendor sources for equipment, textbooks, computer and furniture requests
- Conduct bid openings, evaluations, tabulations, reviewing of bond compliance, compiling vendor submittals for board agendas for award
- Assists in inventory related purchases, products and identifying stock
- Prepare life cycle analysis and value analysis on products prior to purchase
- Prepare quotations when necessary
- Assists in developing and monitoring purchasing budget
- Maintain a network of peer contacts through professional organizations

- Submit recommendations for new/revised policies and programs to the Director of Purchasing
- Responsibility for monitoring and processing online electronic purchase requisitions for correctness, allowable purchases, alternate vendor sources for cost savings and/or availability from a district bid or another governmental agency contract
- Serve as District VISA® Purchasing Card program administrator
- Confers with vendors and attends product demonstrations and meetings as required
- Assists in training of departmental staff on internal purchasing procedures, as well as district policy and procedures and state statutes
- Supervise assigned personnel
- Perform other duties as assigned by the Director of Purchasing and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Director of Purchasing and/or designee

**Evaluation:**

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

**Terms of Employment:**

12-month employment

**Salary:**

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

**Job Code:**

77637

Board Approved:

Revised:

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>CAMERA TECHNICIAN</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
- Ability to operate and repair audio/video equipment
- Ability to follow written or verbal instructions and directions without supervision
- Ability to work alone or as part of a team
- Ability to operate computer hardware and software

**Desired Qualifications:**

- Ability to operate and repair communications equipment

**Performance Responsibilities:**

- Obtain video/audio information from the various systems installed on the District's bus fleet
- Develop a maintenance schedule for all video equipment
- Repair bus video systems to include cameras, VCR, and related equipment
- Ascertain reparability of bus video system components
- Maintain video equipment in accordance with manufacturer recommendations
- Operate and maintain appropriate diagnostic equipment
- Maintain the adjustments of all bus video systems in manner that ensures accurate documentation of students movements within a bus (including, but not limited to ,camera aim, camera focus and date/time stamps)
- Maintain appropriate property asset records
- Maintain appropriate security for systems waiting action (installation, repair, disposal)
- Communicate with vendors in the acquisition of parts, service, warranty and technical assistance
- Maintain confidentiality related to information obtained from video
- Archive videos to meet retention laws
- Perform other duties as assigned by the Shop Foreman, Assistant Director of Transportation 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 Shop Foreman and/or designee

**Evaluation:**

Annual evaluation done by the Shop Foreman, Assistant Director of Transportation and/or designee

**Terms of Employment:**

| ~~11 or~~ 12-month employment

**Salary:**

Salary based upon approved salary schedule – Noninstructional Level M

**Job Code:**

78034

Board Approved: 11/15/11

Revised: 05/01/12, 06/10/14, 7/6/2015

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>CAMERA TECHNICIAN</b>
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**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Medical Examination Report for Commercial Driver Fitness Determination
- Ability to operate and repair audio/video equipment
- Ability to follow written or verbal instructions and directions without supervision
- Ability to work alone or as part of a team
- Ability to operate computer hardware and software

**Desired Qualifications:**

- Ability to operate and repair communications equipment

**Performance Responsibilities:**

- Obtain video/audio information from the various systems installed on the District's bus fleet
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- Maintain appropriate property asset records
- Maintain appropriate security for systems waiting action (installation, repair, disposal)
- Communicate with vendors in the acquisition of parts, service, warranty and technical assistance
- Maintain confidentiality related to information obtained from video
- Archive videos to meet retention laws
- Perform other duties as assigned by the Shop Foreman, Assistant Director of Transportation 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 Shop Foreman and/or designee

**Evaluation:**

Annual evaluation done by the Shop Foreman, Assistant Director of Transportation and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Noninstructional Level M

**Job Code:**

78034

Board Approved: 11/15/11

Revised: 05/01/12, 06/10/14, 7/6/2015

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

**~~COORDINATOR~~ ~~COORDINATOR AND COMPLIANCE MONITOR OF MENTAL~~  
~~HEALTH SERVICES AND THREAT ASSESSMENTS~~**

**Required Qualifications:**

- Master's degree in Social Work, Guidance, Educational Leadership or related Health Services
- Minimum of three (3) years of experience in Social Work, Guidance, School Administration or Health Services
- Knowledge of Federal, State and District initiatives, policies, and procedures for providing services to students in the area of Mental Health Threat Assessment
- Ability and desire to work with all school personnel
- Ability to provide guidance for school staff
- Skill in handling constituents' problems, concerns, and emotional distress with sensitivity and tact

**Performance Responsibilities:**

- Responsible for collecting and reporting data regarding the following: number of students screened/assessed who receive threat assessment, number of students referred for internal mental health services with the School Social Workers, and number of students referred to an outside mental health provider by threat level, age, grade, gender, SWD status
- ~~Responsible for maintaining a confidential database identifying mental health providers, with credentials, employed by the district~~
- ~~Responsible for maintaining records of the number and credentials of mental health providers contracted by the district~~
- ~~Responsible for providing monitoring the provision of direct services to students in need of mental health support~~
- ~~Coordinate Monitor the coordination of such services with a student's primary care provider and the student's other mental health providers~~
- Participate and assist with organization ~~on of~~ the district Threat Assessment Team
- Monitor documentation of school-based Threat Assessment Team Meetings and the provision of identified services for student who received behavioral threat assessments
- Provide training for all members of school based threat assessment teams
- Collaborate with schools and community partners in establishing mental health services for students with threat assessments and/or safety plans
- Conduct and/or review mental health assessments in conjunction with the threat assessment process.
- Develops, promotes, evaluates and communicates on a regular basis, progress toward student mental health development on safety and intervention plans for all students who receive very serious substantive threats.
- Ensure timely transfer of files when a student with a threat assessment changes schools.
- Conduct person-person debrief for principal or designee on each very serious substantive threat upon their transition into a new school
- Collaborates with schools and community partners in establishing and expanding mental health

~~services~~ Provide awareness training in threat assessment process for guardian and community groups

- Assist in providing Youth Mental Health Awareness Training when needed
- ~~Develops and maintains partnerships with social work related community organizations~~
- ~~Facilitates the execution of contracts with community agencies and organizations~~
- Consults with staff regarding individual case situations when appropriate
- Conduct interviews for staff in need of threat or suicide risk assessment
- Recommend/assist with follow-up for staff in need of threat or suicide risk assessment
- Develops and executes department policies and procedures related to threat assessment
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Safe Schools and/or designee

#### **Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

#### **Reports to:**

Reports directly to the Director of Safe Schools and /or designee

#### **Evaluation:**

Annual evaluation done by the Director of Safe Schools and/or designee

#### **Terms of Employment:**

12-month employee

#### **Salary:**

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

#### **Job Code:**

72008

Board Approved: 07/24/18



~~Coordinator~~ ~~Monitor~~ of Mental Health  
and Threat Assessment Services

**Hernando County School Board  
Florida**

FLSA: Exempt, Non-Union

<b>COORDINATOR AND COMPLIANCE MONITOR OF THREAT ASSESSMENTS</b>
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**Required Qualifications:**

- Master's degree in Social Work, Guidance, Educational Leadership or related Health Services
- Minimum of three (3) years of experience in Social Work, Guidance, School Administration or Health Services
- Knowledge of Federal, State and District initiatives, policies, and procedures for providing services to students in the area of Threat Assessment
- Ability and desire to work with all school personnel
- Ability to provide guidance for school staff
- Skill in handling constituents' problems, concerns, and emotional distress with sensitivity and tact

**Performance Responsibilities:**

- Responsible for collecting and reporting data regarding the following: number of students who receive threat assessment, by threat level, age, grade, gender, SWD status
- Participate and assist with organization of the district Threat Assessment Team
- Monitor documentation of school-based Threat Assessment Team Meetings and the provision of identified services for student who received behavioral threat assessments
- Provide training for all members of school based threat assessment teams
- Collaborate with schools and community partners in establishing mentalhealth services for students with threat assessments and/or safety plans
- Conduct and/or review mental health assessments in conjunction with the threat assessment process.
- Develop, promote, evaluate and communicate on a regular basis, progress on safety and intervention plans for all students who receive very serious substantive threats.
- Ensure timely transfer of files when a student with a threat assessment changes schools.
- Conduct person-person debrief for principal or designee on each very serious substantive threat upon their transition into a new school
- Provide awareness training in threat assessment process for guardian and community groups
- Assist in providing Youth Mental Health Awareness Training when needed
- Consults with staff regarding individual case situations when appropriate
- Conduct interviews for staff in need of threat or suicide risk assessment
- Recommend/assist with follow-up for staff in need of threat or suicide risk assessment
- Develop and execute department policies and procedures related to threat assessment
- Sustain focus and attention to detail
- Perform other duties as assigned by the Director of Safe Schools and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects.

**Reports to:**

Reports directly to the Director of Safe Schools and /or designee

**Evaluation:**

Annual evaluation done by the Director of Safe Schools and/or designee

**Terms of Employment:**

12-month employee

**Salary:**

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

**Job Code:**

72008

Board Approved: 07/24/18

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

**TRANSPORTATION PARTS/INVENTORY CONTROL CLERK**

**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Two (2) years of experience in accounting, property and/or inventory control or equivalent
- Working knowledge of bar coding programs
- Considerable knowledge of office practices and procedures
- Familiarity with automated inventory control systems
- Ability to demonstrate responsibility and independent judgment without direct supervision
- ~~Must possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements~~
- ~~Medical Examination Report for Commercial Driver Fitness Determination~~

**Desired Qualifications:**

- Familiarity with automotive and heavy duty truck parts
- Possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Pass a Medical Examination Report for Commercial Driver Fitness Determination
- 

**Performance Responsibilities:**

- Receive parts and supplies ordered
- Verify purchase order amounts
- Ensure proper parts and supplies were delivered
- Perform monthly inventory spot checks
- Investigate discrepancies noted during inventory spot check
- Monitor inventory levels in order to maintain just-in-time inventory
- Assist in maintaining transportation database for parts inventory
- Disburse parts to mechanics as needed
- ~~Assist-Monitor in~~ warranty claims
- Schedule outside vendor work as assigned
- Assist in annual parts inventory conducted by the State Auditor
- Maintain a clean and safe work environment
- Work closely with mechanics in obtaining parts
- Label parts and containers with in-house codes/part numbers and bar coding
- Drive ~~district-District~~ vehicle to obtain parts from the vendor, when needed
- Operate fork-lift as needed
- Enter parts used by mechanics into the work order program

- Transport student (less than 15)
- Act as liaison between vendors and other ~~district~~ District personnel
- Assist in preparing reorder reports
- Maintain inventory spot check verification report
- Prepare, maintain and review tire inventory report
- Perform other duties as assigned by the Shop Foreman, the Assistant Director of Transportation 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 Shop Foreman and/or designee

**Evaluation:**

Annual evaluation done by Shop Foreman and/or administrative designee

**Terms of Employment:**

~~11~~ 12 month employment

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level M

**Job Code:**

78027

Board Approved: 10/18/05

Revised: 06/20/06, 01/20/09, 05/17/11, 11/15/11, 05/01/12, 06/10/14, 7/6/2015, 00/00/00

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Union

<b>TRANSPORTATION PARTS/INVENTORY CONTROL CLERK</b>
---

**Required Qualifications:**

- High school diploma or General Education Diploma (GED)
- Two (2) years of experience in accounting, property and/or inventory control or equivalent
- Working knowledge of bar coding programs
- Considerable knowledge of office practices and procedures
- Familiarity with automated inventory control systems
- Ability to demonstrate responsibility and independent judgment without direct supervision

**Desired Qualifications:**

- Familiarity with automotive and heavy duty truck parts
- Possess a valid Class A or B Commercial Driver's License (CDL) with Passenger and School Bus endorsements
- Pass a Medical Examination Report for Commercial Driver Fitness Determination

**Performance Responsibilities:**

- Receive parts and supplies ordered
- Verify purchase order amounts
- Ensure proper parts and supplies were delivered
- Perform monthly inventory spot checks
- Investigate discrepancies noted during inventory spot check
- Monitor inventory levels in order to maintain just-in-time inventory
- Assist in maintaining transportation database for parts inventory
- Disburse parts to mechanics as needed
- Monitor warranty claims
- Schedule outside vendor work as assigned
- Assist in annual parts inventory conducted by the State Auditor
- Maintain a clean and safe work environment
- Work closely with mechanics in obtaining parts
- Label parts and containers with in-house codes/part numbers and bar coding
- Drive District vehicle to obtain parts from the vendor, when needed
- Operate forklift as needed
- Enter parts used by mechanics into the work order program
- Transport student (less than 15)
- Act as liaison between vendors and other District personnel
- Assist in preparing reorder reports
- Maintain inventory spot check verification report

- Prepare, maintain and review tire inventory report
- Perform other duties as assigned by the Shop Foreman, the Assistant Director of Transportation 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 Shop Foreman and/or designee

**Evaluation:**

Annual evaluation done by Shop Foreman and/or administrative designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule – Non-instructional Level M

**Job Code:**

78027

Board Approved: 10/18/05

Revised: 06/20/06, 01/20/09, 05/17/11, 11/15/11, 05/01/12, 06/10/14, 7/6/2015, 00/00/00