

Georgia Department of Education Job Announcement

Posting Date: May 1, 2022		Apply by: Until filled	
Announcement: GAB FET043			
Position Title: Procurement, Supply, Warehouse Supervisor Position: FET043 Position number: 00055288	Location: Georgia Academy for the Blind 2895 Vineville Avenue Macon, GA 31204	Program/Unit: State Schools Division/ Georgia Academy for the Blind Hiring Manager: Dr. Cindy Gibson, Superintendent	
<p>Description of Duties: Supervises, guides, and/or instructs the work assignments of subordinate staff. Oversees the purchasing, receiving, storing and distribution of property and supplies, manages warehouse/supply area by purchasing, receiving, storing and issuing supplies, manages property and inventory control for an agency/facility. Maintains inventory control records. Applies state identification numbers to property, processes all property transfers, and transfers or disposes of surplus property. Conducts physical inventories of property. Receives new property including unpacking, inspection, and delivery. Establishes and maintains automated and manual filing/inventory system. Completes and processes appropriate paperwork/documentation, such as Equipment Status Change Form/Transfer Form and Invoice, on all property/equipment. Conducts/directs periodic physical inventories of property. Helps identify surplus property, completes surplus property transfer forms and related data entry; takes steps to assure disposal of surplus property. Directs or arranges for repairs of property. Receives requisitions, notes supplies and equipment needed and fills purchase request orders for various departments. Makes purchases authorized by the supervisor using purchase order and/or purchasing card. Manages purchasing card in accordance with Department of Education and Georgia Academy for the blind policies and procedures. Notifies supervisor of out-of-stock items. Fleet management; including repairs/fueling, preparing for annual bus inspections. Maintains travel request and bus manifesto of all student related trips. Ensures that travel request for state vehicles, manifesto, and necessary forms are on file. Collects mail from office and delivers to school receptionist for distribution, delivers U.S. mail to Post Office and delivers Overnight packages for delivery. Maintains the emergency evacuation packages are current and easily assessable at all times. Other duties as assigned by the Superintendent.</p>			
<p>Minimum Qualifications: Bachelor's degree from an accredited college or university AND One year of experience in materials management OR Associate's degree from an accredited college or university AND Two years of experience in materials management OR Four years of experience in materials management, Two years of which in a supervisor/lead role OR Two years of experience at the lower level Purchasing Asst 3 (FET042) or equivalent work history</p>			
<p>Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess the following: Two years of college and 5 years of experience performing general office work to include duties such as administrative support, automated communication equipment usage, computer usage, and/or business management, inventory. Must be able to lift heavy objects. This is a physically demanding job.</p>			
<p>Salary/Benefits: Pay Grade SWD I Annual salary range \$29,973 (minimum) - \$52,453.85 (maximum). This is a 12-month position. Salary will be based on qualifications and years of experience. Benefit options include life, disability, dental and health insurance; annual/sick leave; and Employees' or Teachers' Retirement.</p>			
<p>Submit a Georgia Academy for the Blind Application to:</p> <div style="text-align: center; padding: 20px 0;"> <p>Georgia Academy for the Blind 2895 Vineville Avenue Macon, GA 31204 Tel: (478) 751-6083 Fax: (478) 751- 6659 E-mail: pamela.maddox@doe.k12.ga.us</p> </div>			
<p>Consideration/interviews will begin as soon as a list of applicants is established. Applications/resumes will be evaluated and only those meeting the qualifications will be considered. Top candidates will be contacted for interviews. It is the policy of the Georgia Academy for the Blind not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices. In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Academy for the Blind are required to verify identity and employment eligibility and will undergo a criminal background investigation. *An employment application may be obtained from the Personnel Office of the Georgia Academy for the Blind or from GABmacon.org . Resume and application should include daytime telephone number and prior employment history with addresses and telephone numbers.</p>			
<p>An Equal Opportunity Employer</p>			

