



**POSITION DESCRIPTION**

<b>JOB TITLE: Manager of Enterprise Services</b> Job Class: 2415		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b>	<b>DIVISION</b>
<b>BARGAINING UNIT: ASC</b>		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b>	<b>Pay Range:</b>	<b>Management Approval:</b>
<p><b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Administer, coordinate and supervise Enterprise Services in the procurement, warehousing and delivery of food, equipment and supplies for Milwaukee Public Schools. Coordinates the delivery and movement of furniture. Disposes of obsolete furniture and equipment by direct sale or other means. Directs the day to day operations of Enterprise Services.</p>		

**ESSENTIAL FUNCTIONS:** Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
  - 2) No other employee is available to perform that function,
  - 3) The function is highly specialized, and
  - 4) Removing the function would fundamentally alter the job.

1. Supervises and assigns responsibilities and duties to subordinate staff members.
2. Implements and reviews policies and procedures to provide efficient ordering, inventory, storage and delivery of goods and services for the district.
3. Maintains adequate staffing for all purchasing, warehousing and delivery activities of the district, including general delivery drivers and helpers, mail drivers, inventory control, material handlers at Seventh and Tenth Street Warehouses and the Administration Building. This includes responsibility for the Recreation Program Supply Distribution System.
4. Assigns personnel daily for receiving, inventorying, ordering and delivery of all warehoused food, supplies, equipment and furniture.
5. Allocates space in warehouses for food, supplies, equipment and furniture based upon forecasts of purchases and delivery dates.
6. Conducts a physical inventory once each year. Maintains perpetual inventory records and processes inventory adjustments.
7. Coordinates the movement of new and used furniture throughout the district. Inspects obsolete furniture at the site. Provides for direct sale or disposal of obsolete furniture. Maintains an inventory of reusable furniture.
8. Assists in the preparation of the annual budget and administers budget throughout the year.

9. Resolves personnel and union problems. Recommends changes in contract language.
10. Provides promotional opportunities for staff within the structure of the union contract.
11. Provides bi-weekly payroll records.
12. Represents the Director of the Department of Parent and Student Services at meetings and grievance hearings as required.
13. Actively supports the MPS Strategic Plan.
14. Performs other duties as assigned.

**SUPERVISION RECEIVED:** (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Director of the Department of Parent and Student Services

**SUPERVISION EXERCISED:** (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

Assistant Manager of Enterprise Services, Buyers, Inventory Control Manager, Truck Drivers, Driver Helpers, Mail Drivers, Material Handler I, II, III, IV and Clerical Staff

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

**Education Requirements** (Include certificates, licenses, and/or registrations required.)

**Experience Requirements**

**Knowledge, Skills, and Abilities**

Effective oral and written communication and presentation skills are required. Skill at organizing resources and establishing priorities. Experience supervising staff and managing budgets is required. Excellent teamwork skills are essential. The ability to develop effective working relationships with diverse individuals at all levels is required. Must have excellent planning and organizational skills. A strong working knowledge of computer applications to include MS Office software, Hyperion, ESIS and the MPS Portal is required. Must be able to juggle numerous responsibilities with varying deadlines. The ability to gather data, compile information and prepare reports is required.

**WORKING ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

**THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY**

**ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.**