



## JOB INFORMATION

|                         |                          |
|-------------------------|--------------------------|
| Job Code                | ED17                     |
| Job Description Title   | Coord, Materials - AMSTI |
| Pay Grade               | AA05                     |
| Range Minimum           | \$36,300                 |
| 33rd %                  | \$41,140                 |
| Range Midpoint          | \$43,560                 |
| 67th %                  | \$45,980                 |
| Range Maximum           | \$50,820                 |
| Exemption Status        | Non-Exempt               |
| Approved Date:          | 1/1/1900 12:00:00 AM     |
| Legacy Date Last Edited | 7/12/2013                |

## JOB FAMILY AND FUNCTION

|               |                                    |
|---------------|------------------------------------|
| Job Family:   | Academic Services & Administration |
| Job Function: | Academic Programs                  |

## JOB SUMMARY

Coordinates the warehouse operations for the Alabama Math, Science, and Technology Initiative (AMSTI) materials distribution and refurbishment center to include the refurbishment process, inventory control and shipping and handling.

## RESPONSIBILITIES

- Constructs and refurbishes math and science teaching kits.
- Maintains the AMSTI Inventory Management System (AIMS) ensuring that kits and materials are distributed to the correct schools on the correct date.
- Ensures teacher professional development information is input into the AIMS system in a timely manner to include entering teachers into the program, removing teachers from the program, updating teacher certifications, and updating required training dates.
- Unload, inventory, barcode, and stock materials received from vendors.
- Assists in the coordination of purchasing inventory, creating distribution schedule, and organizing kits for pick-up and return by schools.
- Acts as a liaison, coordinating between AMSTI Specialists, external trainers, and AMSTI materials center, to include handling materials requests, A/V equipment requests, and check out of kits.
- Assists the AMSTI staff with preparation for programs, presentations, and operation of the materials center.
- Oversees the scheduling of the training rooms for AMSTI summer institutes, to include set-up, take down, and layout.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| Supervisory Responsibility | May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees. |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum**

requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                |     | Years of Experience | Focus of Experience                                         |  |
|----------------------------|-----------------------------------|-----|---------------------|-------------------------------------------------------------|--|
| High School Diploma or GED | High School Diploma or equivalent | and | 3 years of          | Experience in materials purchasing and warehouse operations |  |

|                                                                                                                                                                                                                                                                                                |     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| Substitutions Allowed for Experience                                                                                                                                                                                                                                                           | Yes |
| Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience. |     |

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

|                                                                                           |  |
|-------------------------------------------------------------------------------------------|--|
| Knowledge of inventory control and safety rules and regulations for warehouse operations. |  |
|-------------------------------------------------------------------------------------------|--|

MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications                        | Licenses/Certification Details                             | Time Frame | Required/Desired |     |
|------------------------------------------------|------------------------------------------------------------|------------|------------------|-----|
| DL NUMBER - Driver License, Valid and in State | Valid Driver's License                                     | Upon Hire  | Required         | And |
| Forklift Certification                         | Fork Lift Certification may be required for some positions | Upon Hire  | Required         |     |

PHYSICAL DEMANDS & WORKING CONDITIONS

|                            |       |
|----------------------------|-------|
| Physical Demands Category: | Other |
|----------------------------|-------|

PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              |            | X          |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        | X            |            |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              |            | X          |        |
| Talking                       |       |        |              | X          |            |        |
| Hearing                       |       |        |              | X          |            |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        |              | X          |            |
| Extreme heat      |       |        |              | X          |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Humidity               |       |        |              | X          |            |
| Wet                    |       |        |              | X          |            |
| Noise                  |       |        |              | X          |            |
| Hazards                |       |        |              | X          |            |
| Temperature Change     |       |        |              | X          |            |
| Atmospheric Conditions |       |        |              | X          |            |
| Vibration              |       |        |              | X          |            |

**Vision Requirements:**  
Ability to see information in print and/or electronically.