

CLOVIS UNIFIED SCHOOL DISTRICT**POSITION DESCRIPTION**

Position:	Supervisor, Warehouse	FLSA:	Exempt
Department:	Purchasing	Pay Grade:	29
Reports To:	Director, Purchasing	Salary Schedule:	Classified Management

SUMMARY

Supervises, assigns, reviews, and participates in the operation and maintenance of a centralized warehouse that receives, stores and distributes fixtures, supplies and materials, and perishable goods.

NATURE AND SCOPE

Under direction from the Department Director, oversees staff involved in maintaining the District's central warehouse. Exercises judgment and discretion in accounting for the efficient and effective use of staff, supplies, equipment and time to provide optimum service in an environment dominated by high volume, peak demands, and a requirement for quick turnaround time on requests.

DISTINGUISHING CHARACTERISTICS

This is a supervisory position in the Purchasing/Materials series, requiring specialized knowledge and extended experience in the areas of inventory management and distribution. Advancement is limited to the Manager position and will require a combination of formal education in purchasing, materials management, and contract administration. Additional experience and formal training in supervision and leadership will enhance advancement potential.

ESSENTIAL TYPES OF DUTIE (Examples)

- Plans, assigns, supervises and reviews the work of staff engaged in the operations and maintenance of the District's central warehouse.
- Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing optimum efficiency of warehouse services. Implements policies and procedures.
- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.

- Supervises the storekeeping of goods, materials, supplies and equipment. Coordinates and participates in the annual warehouse inventory. Observes and enforces fire prevention and related safety rules and standards.
- Plans, schedules and assigns routine and special deliveries of supplies, materials, equipment and District mail.
- Analyzes space usage for maximum utilization. Confers with other staff as needed to determine storage space requirements and optimum stock quantities.
- Assists in the preparation and administration of the warehouse budget. Submits budget recommendations. Monitors expenditures.
- Computer skills and knowledge of District financial software system to perform various job duties, including stock inventory, asset compliance, vendor history and purchase order history.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Prepares various reports on warehouse operations and activities.
- Performs other duties as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires thorough working knowledge of the principles and practices of the operations, services and activities of a centralized warehouse. Requires considerable knowledge of the materials, equipment and supplies used in District operations. Requires a complete understanding of warehouse record keeping techniques including appropriate computerized programs. Requires an in-depth knowledge of District facilities and District operations, goals and objectives.

Abilities: Requires the ability to schedule, assign and review the work of subordinates in a manner conducive to proficient performance and high morale. Must be able to select, supervise, train and evaluate staff. Requires the ability to plan, prioritize, and assign work in order to meet yearly schedules and timelines. Must be able to write and maintain records according to District standards; to write reports and correspondence; to interact on both a formal and informal basis with a wide range of contacts within the school setting, as well as outside customers, suppliers, and freight companies.

Physical Abilities: Sufficient ambulatory abilities to stand for extended periods of time; sufficient hand eye coordination to perform basic keyboarding; near visual acuity to drive a single axle vehicle.

Education and/or Experience High School diploma or equivalent required. Minimum of 5 years of progressively responsible experience performing a variety of warehouse related duties in a high volume distribution center environment, including 2 years in a lead or supervisory capacity required.

Licenses and Certificates: Requires a valid Driver's License.