

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Coordinator I, Warehouse Services	REPORTS TO:	Executive Director, Purchasing
DEPARTMENT:	Purchasing	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-18/Management Salary Schedule

(Former Classification: Warehouse Operations Manager)

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; plan, organize, coordinate and manage the receipt, inspection, storage and issuance of school materials, furniture, supplies, equipment and food; schedule regular and special deliveries of supplies and equipment in a timely manner to meet the needs of students and staff; assign, review and evaluate the work of assigned warehouse personnel involved in receiving, processing and distribution of District warehouse stock to provide timely delivery of high quality services.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize coordinate and supervise the District warehouse operations including receiving, marking, storing and issuing school materials, furniture, supplies, food and equipment to assist in educating each child at a high level. *E*

Inspect shipments of materials, equipment and supplies received to ensure compliance with purchase order specifications; identify and report shortages, damaged goods or other discrepancies to ensure the financial viability of the district. *E*

Schedule and assign routine and special transfer of supplies, materials, mail, equipment and furniture to various District locations to provide timely delivery of high quality services. *E*

Supervise, evaluate and provide clear expectations of assigned staff; assign and review work and participate in the selection of new personnel as assigned; recommend and participate in disciplinary action as needed. *E*

Coordinate the district-wide inventory activities, warehouse storage and stock rotation functions; order supplies as necessary to provide all students access to high quality learning materials and ensure appropriate allocation of resources; plan and layout storage areas to allow maximum space utilization. *E*

Collaborate and communicate with leaders, district departments, school sites, outside agencies and other personnel to coordinate activities, resolve issues or concerns, exchange information and accomplish District stated goals. *E*

Operate a computer to maintain a variety of accurate records and reports pertaining to warehouse operations, stock, mail deliveries and the budget; train assigned staff in the proper operation of computer and inventory related software applications. *E*

Oversee the maintenance of the warehouse to ensure clean, orderly, safe and secure operations; inspect warehouse facilities and equipment to ensure safe and proper operation; schedule repairs as necessary. *E*

Conduct in-service safety training for warehouse personnel as necessary to provide a safe, clean and orderly working environment.

Efficiently coordinate the salvage of obsolete District supplies and equipment as directed.

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college level course work in inventory and warehouse management or closely related field and six years increasingly responsible experience in a large warehouse facility including three years in a supervisory capacity

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license with appropriate endorsement.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing and storekeeping procedures including shipping and receiving materials, proper and orderly storage, optimum space utilization and stock inventory procedures.
Current materials, equipment and supplies used in a school district.
Business practices related to the purchase, shipment and receipt of goods.
Accurate record-keeping techniques.
Principles and practices of training and supervision.
Health and safety regulations.
Applicable sections of State Education Code and other applicable laws.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Proper lifting techniques.
Labor Relations law and employee contracts.
Operation of a computer to prepare and maintain reports, records and inventory pertaining to warehouse operations.
Oral and written communication skills.
Principles and practices of supervising, training and providing work direction.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, coordinate and supervise the District warehouse operations.
Train, supervise, and evaluate personnel.
Determine and maintain appropriate stock levels.
Establish and maintain effective storekeeping procedures.
Make arithmetic calculations quickly and accurately.
Operate a computer to enter data, maintain records and generate reports.
Analyze situations accurately and adopt an effective course of action.
Plan, prioritize and organize work to meet schedules and time lines.
Communicate, understand and follow both oral and written directions effectively.
Operate warehouse and office equipment including forklift, typewriter, calculator and copier.
Observe legal and defensive driving practices.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Demonstrate loyalty and high ethical standards.
Learn new or updated computer systems and programs to apply to current work.
Manage change and design an effective system of reporting progress and monitoring results.
Think outside the box and develop new methods or solutions inspiring others to reach a common goal
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse and outdoor environment; subject to driving to transport supplies.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, seeing to review and inspect shipments, dexterity to operate warehouse and office equipment, lifting, carrying, pushing and pulling heavy objects and supplies, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and shelve supplies, and walking or standing for extended periods of time.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions