

WAREHOUSE SUPERVISOR**DEFINITION:**

Under supervision of the Purchasing Manager, responsible for the operation of the District Warehouse systems; maintain central stock control and inventory systems; maintain the warehouse stock catalog; supervise the receipt, storage, issuance and delivery of materials, supplies and equipment; supervise the receipt, delivery and pick-up of District mail.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise the receiving, bar coding, storage, issuing and delivering of goods and materials delivered to and maintained in the receiving warehouse.
- Use computer listings to generate purchase requisitions at appropriate reorder points
- Maintain inventory at optimum stock levels.
- Conduct periodic inventories of stock in the warehouse.
- Establish and maintain a master schedule of intra-district deliveries.
- Verify deliveries against purchase requisitions/orders and ensure annotation and processing of discrepancies.
- Direct return of defective, excessive, broken or incorrect items.
- Coordinate warehousing activities with Purchasing and Accounting Departments.
- Ensure proper use of U.S. postal machines and computerized mailing equipment.
- Ensure timely delivery of all District and U.S. postal mail.
- Supervise the surplus property redistribution functions.
- Ensure bar code labels are processed correctly, and that surplus property is processed in accordance with state and District policies.
- Supervise, train and evaluate assigned personnel.
- Perform other duties as assigned.

QUALIFICATIONS:**Knowledge of:**

General business practices related to purchasing/shipping; warehouse procedures for receiving, placing, storing and issuing supplies and materials; perpetual and physical inventory procedures; procedures to ensure currency of the warehouse catalog; Web based surplus property auctions; computerized bar code system, and computerized mailing system.

Ability to:

Plan, organize, supervise, direct and evaluate the work of subordinate personnel; maintain accurate warehouse inventories and records; operate state of the art equipment for handling stock and standard office equipment; communicate effectively both orally and in writing; use sound judgment in interpreting and applying policies and procedures; establish and maintain effective working relationships.

Experience:

Three years experience that has provided the applicant with the knowledge and abilities listed above.

Education:

Graduation from high school.

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Supervisor, Warehouse

Physical Performance Requirements:

Frequent lifting of up to 25 pounds with occasional lifting of up to 50 pounds with or without assistance.
Frequent standing or walking with bending, stooping, squatting and twisting.

Licenses:

Possession of a valid California Driver's License.

Board Approved: February 7, 1979

Revised: August 30, 1988 (Rg only)

Revised: February 10, 1998 effective March 1, 1998

Revised: September 5, 2000 effective July 1, 2000

Revised: October 8, 2002