

Job Description

Job Title: **Warehouse Manager**
 Job Family: **Non-Certified**
 Pay Program: **Administrative**
 Prepared/Revised Date: **March 2017**

Job Code: **051116**
 FLSA Status: **Exempt – E**
 Pay Range: **L 06**
 Work Year: **12 months**

SUMMARY: Manages the operations of district warehouse services including maintenance, transportation and school stock inventories, receiving and delivery procedures, fixed asset management, science kit distribution and the surplus equipment auction process. Determines appropriate inventory control techniques in order to minimize investments and stock-outs while maximizing stock turnover. Ensures that warehouse personnel adhere to all board and superintendent policies with regard to contracting, bidding and purchasing of warehouse assigned commodities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Manage all warehouse and distribution operations including inventory control, shipping/transportation, material handling, fixed assets, receiving, science kit deliveries and the procurement of warehouse assigned commodities. Oversee the process for incoming shipments from outside vendors, inter-department and/or damaged merchandise returns from customers. Monitor safe, appropriate and organized use of warehouse space. Continually monitor and implement best practices and efficiencies in warehouse operations to best support educational priorities.	D	20%
2. Plan, organize, direct, and oversee the activities of personnel involved in the daily routing of deliveries, the storage and movement of instructional materials, equipment and/or supplies and ensure the accuracy, completeness and condition of shipments to all district buildings and departments.	D	15%
3. Ensure good working relationships between warehouse staff and all other district departments by providing timely communication to district personnel and the community regarding warehouse policies and procedures. Work collaboratively with operations staff to ensure efficient inter-department relations.	D	15%
4. Oversee the procurement and contracting process for warehouse assigned commodities including the bidding of stock items and special request purchases. Maintain an accurate bid calendar to ensure commodities are bid in a timely and efficient manner. Review compiled bids for completeness and accuracy. Ensure a fair and equitable bidding process for all solicited vendors.	D	10%
5. Resolve order and delivery discrepancies with vendors and resolve warehouse stock discrepancies. Process and record order return credits to schools. Review backorder report to expedite and ensure the timely delivery of stock-out items. Set inventory replenishment levels based on usage history to ensure adequate stocking levels and inventory turnover ratios.	W	10%
6. Generate weekly cycle counts for Warehouse staff based on established criteria. Review cycle count discrepancies and reconcile stock adjustment account. Recount items as necessary to verify and reduce counting errors.	W	10%
7. Manage district surplus, salvage, recycle and/or discard equipment. Maintain an organized bulk warehouse consisting of department stored items, furniture and equipment available for transfer within district and items staged for auction. Post auction items online and maintain accurate records of sold items and generated revenue reports.	W	5%
8. Manage the development and maintenance of all technology for the Warehouse including databases, wireless inventory systems and internal websites.	M	5%
9. Manage the expense and reconciliation of Warehouse, Foss Science Kit and Surplus Auction Revenue budgets.	Monthly	5%
10. Perform other duties as assigned.	Ongoing	5%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Bachelor’s degree preferred.
- Minimum of five (5) years of experience in inventory and/or materials management, including experience evaluating employee performance.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Class B driver’s license.
- Ability to pass Department of Transportation prescribed physical.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Ability to lead, coach and develop employees.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.
- Training skills and experience.
- Ability to promote and follow Board of Education policies, District Policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of personal computers and peripherals.
- Operating knowledge of forklift, electric and manual pallet jacks, shredder and delivery truck required within 2 months after entering position.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Chief Financial Officer	3091

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Buyer	1	3014
	Warehouse Worker	6	1472
	Instructional Materials Processor	1	090909
	Data Entry Clerk	1	1330

- Responsible for training employees; planning, assigning and directing work; addressing complaints and resolving problems; and assisting with interviewing, hiring, appraising performance, disciplining and terminating employees.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Participate in developing, monitoring and initiating requisitions for the budget associated with the Warehouse, including developing long and intermediate range plans for the department.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Walk			X	
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk			X	
Hear			X	
Taste	X			
Smell		X		

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate				X
Instruct			X	
Compute			X	
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	