DESERT SANDS UNIFIED SCHOOL DISTRICT
Personnel Commission

Classification:	**SUPERVISOR OF WAREHOUSE**	***Salary Range:***	**19**
Employment Category:	**Management/Supervisory**	***FLSA Designation:***	**Exempt**

Job Summary:
Under direction, coordinates and supervises the daily workflow of activities in the District's centralized warehouse and mailroom operations and personnel; plans, assigns, schedules, reviews, monitors and evaluates the work performed by warehouse and mailroom personnel.

Essential Job Functions:

- **Plans,** directs and maintains an efficient District warehouse and mailroom operations, and assure supplies, materials, equipment and mail are delivered in a timely manner.
- **Assists** in departmental budget development for the purpose of providing estimates and recommendations as required; and, ensuring funds are utilized in accordance with applicable Federal, State, Local and district policies, procedures and guidelines.
- **Communicates** guides and directs internally and externally for the purpose of providing information dissemination on policies, procedures, rules and regulations, information gathering, issue identification and resolution, training and development.
- **Coordinates** and inspects shipments of materials, equipment and supplies received for the purpose of assuring compliance with purchase order specifications, identification and reporting of shortages, damaged goods and other discrepancies.
- **Coordinates**, develops and performs inventory control functions for the purpose of maintaining inventory
- **Coordinates** the receipt, maintenance and distribution of resources for the purpose of providing supplies, equipment, furniture, materials and mail in an efficient and expedient manner to all sites.
- **Performs** inspections and planning and development for the purpose of ensuring requirements of the department (e.g. personnel, equipment, supplies, operations, inventory control, etc.) are met.
- **Ensures** District compliance with mandated State and federal regulations by directing the purchase, receipt, inspection, storage, cataloguing, inventorying, and distribution of stock commodities, including material, supplies, equipment, furniture to schools and offices.
- **Serves** as a liaison to administrators, purchasing, nutritional services groups, and outside vendors to identify concerns, develop feasible resolutions, and resolve problems.
- Develops and implement security control and warehousing procedures.
- **Prepares** and maintains records and reports for the purpose of ensuring compliance with applicable rules and regulations and accurate documentation of information.
- **Supervises** personnel for the purpose of ensuring efficient operation of the warehouse and mail room; and providing training and development, performance evaluations, and decisions on hiring, firing, problem identification and resolution.

Other Job Functions:
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Attends** various meetings and conferences for the purpose of providing and/or gathering information.

Essential Job Requirements - Qualifications:
- **Skills, Knowledge and/or Abilities Required:** Skill to supervise personnel and services, and projects. Skill to communicate effectively and problem solve. Skill in working with a diverse group of individuals and handling situations with tact, diplomacy and discretion. Skill in analyzing situations accurately and adopting an effective course of action. Skill in reading and understanding purchase orders, invoices and delivery materials. Skill in the operation of standard office equipment including computer applications. Skill in the use of English in both written and verbal form, use correct spelling, grammar and punctuation, perform basic math calculations. Skill to supervise staff, schedule work and meet deadlines, plan and organize activities. Knowledge of vehicle operation, vehicle and equipment preventive maintenance requirements, and training requirements. Ability to work independently, make common sense decisions in potentially critical situations.

- **Physical Requirements:** Employees in this classification stand, walk, sit, use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; standing for long periods of time; have the ability to occasionally lift moderately heavy objects weighing up to 80 pounds, frequently lift up to 50 pounds and constantly lift a minimum of 10 pounds; have the capability to push 53 pounds maximum force and possess the capability to pull 53 pounds maximum force. May sit for a moderate period of time in front of a computer. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

- **Work Environment:** Employees in this classification work inside and outside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with site staff, the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require the exposure to extreme hot weather conditions for several months. Other hazards include, but are not limited to, high and frequent noise level; hazards equipments around including box cutter, forklift, and pallet jack; may slips, trips, or falls. Other atmospheric hazards include fumes & odors from vehicle exhaust, dirt, and dust in warehouse areas. May require protective clothing such as back brace, safety glasses, safety shoes, and gloves.

- **Education and Training Required:** High school graduate or equivalent and six (6) years increasingly responsible experience in warehouse operation which included two (2) years of supervisory experience. A college degree in business administration or related areas may substitute up to four (4) years of non-supervisory experience.

- **Licenses, Certifications and Testing Required:**
    - Valid California driver's license.
    - Drug testing clearance.
    - Fingerprint/criminal justice clearance.
    - Tuberculosis clearance.
    - Must possess or have the ability to obtain a Commercial Drivers license within thirty (30) days after initiation of employment.
    - Must possess or have the ability to obtain a Forklift Certification within thirty (30) days after initiation of employment.

Personnel Commission: 03/14/00
Board of Education: 03/21/00
Salary Modification: 07/01/00
Personnel Commission: 01/26/06