



TITLE	CLASSIFICATION	SALARY GRADE
COORDINATOR, WAREHOUSE OPERATIONS	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE: 2013/14 Classification Review		

**JOB DESCRIPTION:**

Under direction, coordinates the daily operations of multiple District warehouses, coordinates a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; assists with District acquisitions and maintains inventory and stock records; maintains records for the Fixed Asset program; serves as a lead worker to other classified staff in the area; and performs related work as required.

**SCOPE:**

The Coordinator, Warehouse Operations is responsible for all warehouse operations activities including shipping and receiving, deliveries, coordinating stock, documenting warehouse transactions, maintaining records, maintaining the Fixed Assets System at multiple sites, archived records management; stores, and overseeing storage of surplus inventory and property for the District.

**DISTINGUISHING CHARACTERISTICS:**

The Coordinator, Warehouse Operations is distinguished from the Storekeeper II by the increased responsibility and scope for the overall coordination of the daily activities of multiple District warehouses, exercising judgment in developing alternatives and recommending solutions to complex problems including the Fixed Asset program. This classification also serves as a lead worker to other Classified staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Oversees the daily operations of the Districts' warehouses.
2. Responsible for maintaining the accuracy of Stores, Fixed Asset Inventory and Fixed Asset system.
3. Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
4. Coordinates and makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries, delivers bulk mailings to US Post Office.
5. Fills supply requisitions; assists faculty and staff in ordering and delivering adequate stores and supplies.
6. Works with District staff to ensure compliance for categorical programs as related to fixed asset inventory and surplus.
7. Receives, stores, tags and tracks surplus property; prepares property lists for items to be surplus.
8. Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
9. Ships canceled and damaged items back to vendors.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

10. Works with Custodial staff to deliver, set up and tear down furniture and equipment for various campus events.
11. Handles and documents storage and transportation of hazardous materials.
12. Maintains the warehouse, records area and stores area in a neat and orderly manner.
13. Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
14. Assures all warehouse equipment is maintained and inspected for safe warehouse operation.
15. Trains and supervises the work of student and short-term continuing employees.
16. Serves as a lead worker to other classified staff in the area.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Perform general storekeeping and warehouse duties; maintain manual and computer records; read and interpret material and follow procedures; exercise judgment in developing alternatives and recommending solutions to complex problems; perform physical labor; understand and carry out oral and written instructions; operate a forklift and pallet jack; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials; working knowledge of Fixed Asset system; basic stock inventory procedures; requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, and the use and meaning of each; computerized warehouse record keeping systems.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Graduation from high school.

*Experience:*

Increasingly responsible experience working in warehouse and storage operations, including experience coordinating a large warehouse/storage facility across multiple sites.

**LICENSE OR CERTIFICATE:**

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Forklift operation certification.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking on a consistent basis.