

TITLE: Coordinator, Warehouse Operations**CLASSIFICATION: Classified****SALARY GRADE: C10****SCOPE OF POSITION:**

Under general direction, coordinates the daily operations of multiple District warehouses, including shipping, receiving, stocking, and distributing supplies or other equipment. Assists with District acquisitions and maintains inventory and stock records. Serves as lead worker to other classified staff in the area.

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 District's warehouses. Oversees and coordinates activities including shipping, receiving, deliveries, maintaining and creating records, and processing surplus inventory. Participates in the development of District-wide warehouse procedures.
2. Coordinates and maintains fixed asset inventory and fixed asset system. Assists buyers with policy compliance, assists and instructs staff and warehouse personnel regarding tagging and tracking of fixed assets, and assists with district wide fixed assets inventory and store inventory.
3. Directs daily receiving from various shipping and trucking companies. Matches items received to purchase orders, sorts by delivery location, and handles hazardous materials in accordance with applicable laws and District guidelines. Reports, documents, and tracks damages and discrepancies on orders received.
4. Coordinates daily deliveries of all packages and equipment. Coordinates Copy Center deliveries and maintains the internal District-wide supply store.
5. Coordinates the collection, storage, and disposal of surplus District property. Coordinates the pickup and storage of surplus property located throughout the District sites. Assesses the working condition of equipment and prepares surplus lists. Maintains surplus records and updates location information.
6. Oversees the delivery of furniture for District events. Works with others to ensure the delivery of chairs, tables, umbrellas, and other furniture needed for campus events.
7. Coordinates the storage and disposition of archival materials. Provides for secure storage of archival material.
8. Collaborates with departments and project managers on remodeling and moving projects. Coordinates the pickup and delivery of furniture and office equipment associated with remodels and relocation. Contracts with outside moving vendors.
9. Hires, trains, and supervises student employees.
10. Serves as lead worker to other classified and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1. Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials.
2. Fixed asset and warehouse record keeping systems.
3. Basic stock inventory procedures.

TITLE: Coordinator, Warehouse Operations

KNOWLEDGE OF – Continued

4. Requisitions, purchase orders, invoices, packing slips, bills of lading, and freight tags.
5. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
6. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Participate in the development, planning and implementation of projects.
2. Maintain manual and computer records.
3. Read and interpret material.
4. Perform physical labor.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous, and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

High school diploma or GED required.

EXPERIENCE:

3+ years of experience working in warehouse and storage operations, including inventory control, in a large warehouse/storage facility across multiple sites.

OTHER REQUIREMENTS:

- 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.
- 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.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).