

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### COORDINATOR, WAREHOUSE & INVENTORY

Salary Range 18

#### BASIC FUNCTION:

Under the direction of the Director Business Services, coordinates and participates in District warehousing operations; receives, inspects and stores supplies and equipment; maintains the system of inventory storage and control; prepares supplies, equipment and materials for delivery; researches and resolve a variety of warehouse, shipping and purchasing issues; participates in the pick-up and delivery of mail, District payroll, and other supplies, materials and equipment. Performs other related duties as may be assigned.

#### REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Coordinates and participates in District warehousing operations; receives, inspects, processes and issues warehouse stock; ensures stock and warehouse facilities are maintained in a safe, clean and orderly condition. (E)
- Supervises and coordinates the schedules and activities of assigned personnel; interviews, selects, trains and provides work direction to student and hourly workers; assists with performance evaluations as assigned; resolves problems and monitors work to ensure accuracy. (E)
- Acts as liaison between Deans, Vice-Presidents, instructors, and classified personnel to resolve problems and plan for future needs and requirements. (E)
- Monitors and orders warehouse supplies and equipment according to established procedures; prepares and submits requisitions; recommends vendors, pricing, and pricing agreements. (E)
- Conducts periodic and annual inventories of capital outlay equipment; verifies proper location of equipment and updates related records; ensures the accuracy of computerized inventory database and produce inventory lists as necessary. (E)
- Maintains computerized inventory records and files for capital outlays and other equipment; determines inventory items according to established procedures; perform inspections to verify proper location of equipment and update records as equipment is moved, added or becomes surplus. (E)
- Supervises and participates in the filling and delivering of warehouse requisitions, receiving and inspecting shipments to assure compliance with purchase order specifications and bills of lading; authorizes receipt of warehouse deliveries; identifies and reports shortages, damaged goods and other discrepancies; notifies accounting of fulfillment of purchase orders in order to initiate payment of accounts payable. (E)
- Meets with Director of Business Services to establish procedures, develop recommendations regarding systems and procedures, implement changes and revisions to warehouse operations, and plan and evaluate storage areas. (E)
- Coordinates annual auction of surplus, obsolete and non-repairable District equipment; secures an auctioneer and notifies District personnel of the sale; organizes surplus equipment for sale and updates inventory records as appropriate. (E)
- Drives school vehicle to pick-up and exchange mail and to perform a variety of pick-up and delivery errands. (E)
- Prepares and submits annual warehouse supply budget; monitors and controls budget; maintains a variety of records, files and reports related to warehouse and purchasing materials including orders, inventory, emergency orders and loaned equipment. (E)
- Operates warehouse equipment and vehicles including a truck, forklift, electric cart, pallet jack and hand truck; utilizes a variety of hand tools; operates a computer to maintain and revise records and prepare reports. (E)
- Assists departments in the coordination of communications, maintenance, moving and the installation of new equipment and facilities; inform departments of need to prepare areas for delivery of materials, supplies and equipment.
- Performs other related duties as may be assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: graduation from high school and three years increasingly responsible experience in the operation of a warehouse facility.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

Qualify for a valid forklift certificate within first 90 days in this classification.

**KNOWLEDGE OF:**

Modern warehousing and storekeeping procedures including shipping, receiving and issuing materials, proper and orderly storage, optimum space utilization and stock inventory procedures.

Materials, equipment and supplies used in a school district.

Policies and objectives of assigned warehouse activities.

Methods of establishing and monitoring delivery routes and schedules.

Record-keeping techniques.

Principles of training and providing work direction.

Operation of a truck, forklift, pallet jack and other warehouse equipment.

Health and safety regulations.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Coordinate and participate in a school district warehouse operation.

Receive, inspect, store, pick-up and distribute supplies, materials and equipment.

Follow safe practices as prescribed by California OSHA.

Operate a personal computer to enter data and generate records and reports.

Maintain appropriate stock levels.

Learn District organization, operations, policies and objectives.

Establish and maintain effective inventory and warehouse procedures.

Add, subtract, multiply and divide quickly and accurately.

Understand and follow oral and written directions.

Assign and review the work of others.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Operate a variety of standard warehouse equipment.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Work independently with little direction.

Complete work with many interruptions.

Observe legal and defensive driving practices.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to Warehouse Assistants, student and hourly workers as assigned.

**CONTACTS:** Co-workers, other departmental personnel, vendors, and delivery drivers.

**PHYSICAL EFFORT:**

Lifting, carrying, pushing and pulling heavy objects.

Bending at the waist.

Reaching overhead, above the shoulders and horizontally.

Standing for extended periods of time, walking.

Dexterity of hands and fingers to operate a computer and other equipment and vehicles.

**WORKING CONDITIONS:**

Warehouse and outdoor environment.

Driving a vehicle to conduct work.

Regular exposure to fumes, dust and odors.

Driving a vehicle during adverse weather conditions.