



JOB DESCRIPTION

JOB TITLE: Warehouse Coordinator

Position Type: <b>Exempt</b>	Department: <b>Purchasing</b>
Salary Schedule: <b>Exempt</b>	Reports to: <b>Purchasing Director</b>
Salary Range: <b>5</b>	Location: <b>Materials Distribution Center</b>
Term of Employment: <b>12 months</b>	Date: <b>December 15, 2017</b>
Shift: <b>Day</b>	Approved by: <b>Human Resources</b>

**POSITION SUMMARY:**

Supervises warehouse workers and warehouse office personnel in receiving, dispersing, and storing operations; provides regular operating reports to the Purchasing Director.

*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.*

**ESSENTIAL FUNCTIONS:**

- Devises a schedule of work on a daily or weekly basis within a work unit.
- Directs, guides, instructs, explains, and counsels subordinate workers in carrying out a variety of tasks.
- Measures work processes, collects data on work flow and recommends changes to accommodate new programs.
- Resolves problems and questions presented by subordinate workers regarding work methods and processes.
- Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone, e-mail, or direct contact and written documentation when necessary.
- Inspects completed work of subordinate workers by onsite inspection and takes necessary appropriate action when improvement is needed.
- After obtaining bids from the Purchasing Services Department, orders materials for warehouse stock. Examines records for stock items that have reached reorder point and analyzes and evaluates to determine appropriate quantities and rates of reorders.
- Plans physical arrangement of stock on warehouse floor according to a prescribed scheme and numbering system.
- Conducts regularly scheduled staff meetings of warehouse work unit and gives and receives information helpful in warehouse work unit.
- Attends regularly scheduled staff meetings of department work unit and gives and receives information in department work unit.

- Attends all meetings where necessary to serve as conduit for establishing and maintaining direct communication between district support and school staff, and the community.
- Confers with supervisor, presenting and resolving difficult problems and questions, in some instances dealing with supervisory or unit policy problems, planning actions, and making decisions.
- Inspects job sites and notes potential hazards to work unit functions, and takes necessary appropriate action to implement corrections and improvements.
- Determines materials and supplies required to fill routine needs of the work unit by examination of need and availability of materials, comparison of alternatives, and calculation of cost and supply priorities.
- Maintains perpetual inventory of all district warehouse stock items, providing a reconciliation report after each regular inventory check.
- Examines equipment and supplies purchased or placed in operation and makes recommendation for acquisition and or specifications for invitations for bids.
- Analyzes and evaluates work procedures, methods and rules for a work unit, makes determinations and establishes these in practice.
- Must be accessible throughout the workday for administrators.
- Must meet any additional specific job requirements as indicated by the department.

**MARGINAL DUTIES:**

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Completes other job related duties as assigned by the supervisor.

**SUPERVISORY RESPONSIBILITIES:**

- Directly supervises employees in the district warehouse.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:**

- Demonstrates skill in work management and work leadership.
- Demonstrates skill in supervision of ongoing and special inventories.
- Demonstrates knowledge of contemporary procedures, practice, methods, and techniques in warehousing operation.
- Demonstrates knowledge of specific processes, procedures, policies and practices of the work system.
- Demonstrates the ability and desire to provide outstanding customer service.
- Demonstrates the ability to effectively use technology as a tool for planning and implementing instructional strategies.
- Demonstrates the ability to work effectively under time constraints.
- Must be organized with the ability to multitask.

- Must be detail-oriented and self-motivated.
- Must have excellent memory and ability to function well under stress.
- Must be able to work independently with minimal supervision and/or assistance.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Must maintain a well-groomed appearance.
- Must have a basic knowledge of computers.
- Adheres to the district/department vision, mission and goals in collaboration with staff and supervisor.
- Develops and demonstrates progress of district/department goals.
- Is receptive to ideas, issues and concerns presented by all constituents.
- Provides purpose and direction for individuals and groups within the schools and/or departments.
- Evaluates personnel in accordance with district and state policies/timelines.
- Maintains accessibility, listens to seek clarity and responds in a timely manner.
- Conscientiously fulfills responsibilities and follows directives by meeting deadlines.
- Demonstrates clear articulation of content accurate information through both oral and written communication.
- Demonstrates collaborative problem-solving skills.
- Participates in district professional development activities in a timely manner.
- Uses professional day in a productive manner.
- Demonstrates knowledge of and adheres to district policies and administrative procedures.
- Demonstrates a personal and professional code of ethics.
- Completes assigned tasks and projects in a competent and timely fashion.
- Adheres to legal and procedural guidelines regarding confidentiality and disclosure of information.
- Demonstrates effective management of all fiscal resources and responsibilities.
- Makes clear and well-defined decisions.

**CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:**

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

**EDUCATION AND/OR EXPERIENCE:**

- Associate of Arts Degree (A.A.) or equivalent from a two-year college or technical school, or five to ten years related experience and/or training; or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

- Demonstrates the ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Demonstrates the ability to write routine reports or correspondence.
- Demonstrates the ability to speak effectively before groups of customers or employees of the organization.

### **MATHEMATICAL SKILLS:**

- Demonstrates the ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume.
- Is able to apply concepts of basic algebra and geometry.

### **REASONING ABILITY:**

- Demonstrates the ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Is able to read and interpret a variety of instructions and data furnished in written, oral, diagram, or schedule form.
- Utilizes student testing and related data to identify student strengths and weaknesses.

### **PHYSICAL DEMANDS:**

- Regularly required to stand, reach with hands and arms, talk or hear and taste or smell.
- Frequently required to use hands to finger, handle, or feel objects, tools, or controls.
- Must be able to walk, and occasionally climb or balance; stoop, kneel, crouch or crawl.
- Must regularly lift and/or move up to 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **ENVIRONMENTAL CONDITIONS:**

- The employee occasionally works near moving mechanical parts; in high, precarious places; and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and fumes or airborne particles.
- The noise level in the work environment is usually moderate.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COMMENTS:**

*This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.*

*This is a temporary management guide tool, subject to change.*