

INVENTORY, DELIVERY & STORAGE SERVICES SUPERVISOR

CLASS SUMMARY

Under general direction plans, organizes and supervises the warehouse, delivery, inventory and mailroom to perform a variety of technical tasks relative to the assigned areas of responsibility.

REPRESENTATIVE DUTIES

Supervises, coordinates and participates in the operation of mail service, central warehousing, receiving and inventory control operations; recommends and assists in the implementation of goals and objectives; establishes schedules and methods for warehouse, inventory, mailroom and operations; responsible for the maintenance of the district's fixed asset inventory system and records; implements policies and procedures; evaluates operations and activities of assigned responsibilities; recommends improvements and modifications; prepares various reports on operations and activities; participates in budget preparation and administration; prepares cost estimates for budget recommendations; monitors and controls expenditures; participates in the selection of staff; trains, supervises and evaluates assigned employees; provides or coordinates staff training; works with employees to correct deficiencies; communicates with various district officials, departments, vendors and others to provide and receive information and to resolve questions and issues; confers with the Director of Purchasing to establish warehousing procedures; plans, evaluates and lays out warehouse storage areas and shelf arrangements; monitors daily work activity; responsible for maintenance of warehouse and mailroom equipment as needed; maintains safe, clean and orderly mailroom and warehouse facilities.

ORGANIZATIONAL RELATIONSHIPS

This position reports to the designated administrator.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

High school diploma or further education; any combination of training, education and experience equivalent to three years of experience in the receiving, storing, issuance and delivery of supplies and equipment; any combination of training and/or experience equivalent to one year postal work which would provide knowledge of postal laws and rates, as well as mailing procedures and record keeping; and a minimum of two years of supervisory experience in which there is the responsibility of planning and directing the work of others.

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Knowledge and Abilities

Knowledge of: modern supervisory techniques, modern store keeping procedures related to receiving, checking, issuance, storage and delivery of supplies, furniture, equipment and general stock; standard business practices relating to the files and paperwork of store keeping; all current postal regulations U.S. mail handling and delivery, scheduling and related practices; managing public auctions and other outlets for excess equipment and furniture; modern equipment inventory control procedures; computer systems for receiving and inventory control and other business applications.

Ability to: properly interpret and comply with union contracts and district policy; receive, check and issue all types of stores rapidly, accurately, and in an accommodating manner; maintain files, tickler file and district records and file storage systematically; deliver and process all types of U.S. mail, and enforce and apply all U.S. postal regulations when required; supervise all warehouse and mail service employees to perform heavy manual tasks efficiently and safely; operate all mailroom machines and related equipment, operate forklifts and similar equipment; coordinate with Purchasing Services Supervisor and Buyer to mutually expedite receipt of district orders and resolve problems.

License: Valid California Motor Vehicle Operator's license.