

Vail School District Job Description

Job Title: WAREHOUSE SUPERVISOR

Department: Business Office

Reports To: Chief Financial Officer

FLSA Status: Exempt

Classification: Level 21

Updated: August 27, 2013

SUMMARY: Responsible for shipping, receiving, verifying and coordinating the distribution of all orders of supplies and materials.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Recruits, hires, evaluates, coaches, and counsels Shipping and Receiving staff and temporary employees assigned to this department.

Receive and document all materials and supplies received by the district.

Verify counts received to all orders issued. Contact vendors with discrepancies and notify appropriate staff, if applicable.

Coordinate the pick-up of supplies ordered by district office from local vendors.

Coordinate delivery of short ships and backordered items with vendors.

Coordinate the distribution of all orders to appropriate parties and notify them of any discrepancies.

Ship and/or return goods to vendors as required.

Complete and deliver all required documentation to the Business Office.

Coordinate the distribution of student records from one site to another.

Coordinate with Office Managers for the pick-up and storage of Confidential Permanent Records.

Coordinate the processing of confidential/control AIMS test, distribution to larger sites and recovery of the tests after completion.

Coordinate the distribution of payroll, board packets, and official postings to district sites.

Coordinate the pick-up and delivery of documents to the County School Superintendent, Department of Education, and Pima County Treasurer's offices.

Query purchasing and accounts payable databases as required to resolve delivery and/or receipt issues.

Maintain a clean and organized work area.

Coordinate the distribution of Manufacturers Safety Disclosure Statements (MSDS) to the district Risk and Budget Coordinator.

Maintain accurate filing system for receiving copies and packing lists.

Maintain and operate district forklift and other equipment.

SUPERVISORY RESPONSIBILITIES

This position supervises and directs the Courier, Shipping Receiving Clerk, and temporary workers in the delivery of goods to all district sites.

QUALIFICATIONS 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.

EDUCATION and/or EXPERIENCE

REQUIRED:

- High school diploma or general education degree (GED)

DESIRED:

- Three years of warehousing and/or shipping and receiving experience.
- Knowledge of inventory control systems.
- Any equivalent combination of related experience and/or training; or equivalent combination of education and experience as approved by the Chief Financial Officer

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Arizona driver's license and proof of automobile insurance.

ABILITIES

Proficient computer skills.

Demonstrated project management skills.

Proven ability to work in a fast-paced, demanding environment, on multiple projects simultaneously both as a team member and individually.

Ability to work effectively with others of diverse backgrounds and various education levels and to establish and maintain effective working relationships as necessitated by work assignments.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to employees of the organization. Ability to communicate on a professional level with outside vendors is critical. Computer and typing skills are required.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to evaluate written materials.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus.

This job requires considerable travel. The majority of the travel is between the District Office and its schools and/or work sites.

WORK ENVIRONMENT 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.

The noise level in the work environment is usually moderate.