

NATOMAS UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

POSITION:	Warehouse/Textbook Specialist III	FLSA:	Non-exempt
DEPARTMENT/SITE:	Warehouse	SALARY GRADE:	12
REPORTS TO:	Executive Director, Food Services and Warehousing		

OVERALL OBJECTIVE AND SUMMARY

Leads a small work team and/or performs a variety of work in the operation and maintenance of the District's central warehouse, including all of the duties of a Warehouse Specialist I. This is a leadership oriented labor position, requiring working knowledge of warehouse logistics and inventory control, and the ability to plan and lead work activities. Advancement is possible to purchasing positions. Additional experience and formal training in supervision and leadership will enhance advancement potential to supervisory and management jobs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organizes, plans and leads the work of staff engaged in the operations and maintenance of the District's central warehouse.
- Manages, stores, inventories, and deploys textbooks, including recent and future adoptions, and instructional data with continual management of the instructional resource software system; ensures that duplicative orders are not placed.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing optimum efficiency of warehouse services. Implements policies and procedures.
- Leads on fulfillment within the central warehouse for receiving and delivering as needed for the development of new district sites or the expansion of existing district sites.
- Creates process for textbook or asset discard of outdated inventory, and facilitate the purchase of discarded textbooks or assets by approved outside vendors.
- Coordinates warehouse services for work orders related to emergency situations.
- Utilizes relevant warehousing software, for example: Destiny (FOLLET) and Hayes.
- Updates district records to reflect textbook updates and prepares textbook updates for disbursement.
- Maintains archives inventory for all physical district files.
- Attends quarterly Librarian Media Technician meetings and provides support to staff as needed related to

record keeping, software use, and textbook updates.

- Communicates in a courteous, professional manner with staff to ensure clear direction is provided.
- Utilizes strategies to maximize efficiency of space utilization in the central warehouse.
- Assists in statewide audits and sufficiencies, for example The Williams Act.
- Inspects shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies.
- Oversees the inventory of goods, materials, supplies and equipment, and coordinates and participates in the annual warehouse inventory.
- Observes and enforces fire prevention and related safety rules and standards.
- Assess and complete work orders.
- Plans, schedules and assigns routine and special deliveries of supplies, materials, equipment and District mail.
- Analyzes space usage for maximum utilization. Confers with other purchasing staff as needed to determine storage space requirements and optimum stock quantities.
- Operates warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
- Prepares various reports on warehouse operations and activities.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Principles and practices of the operations, services and activities of the central warehouse
- Materials, equipment and supplies used in District operations.
- Warehouse record keeping techniques including appropriate computerized programs.
- District facilities and District operations, goals and objectives.
- Strong leadership and supervisory skills.
- Principles of report writing and record keeping.

Ability to:

- Perform arithmetic related to inventory control.
- Schedule and lead the work of warehouse workers in a manner conducive to proficient performance.
- Plan, prioritize, and lead work in order to meet yearly schedules and timelines.
- Write and maintain records according to District standards.
- Write reports and correspondence.
- Interact on both a formal and informal basis with warehouse staff, customers, and vendors.

PHYSICAL ABILITIES

This position requires:

- Ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10-50 pounds on a sustained basis, and occasional pushing, pulling, and guiding of objects over 50 pounds.
- May stoop, kneel and crouch.
- Requires leg and foot dexterity to operate vehicle gas, brakes and clutch while driving.
- Requires sufficient hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicles and read numbers and words.
- Ability to operate a hand truck and commercial forklift.

EDUCATION AND EXPERIENCE

High School diploma or equivalent required. Minimum of 3 years of progressively responsible experience performing a variety of warehouse related duties including but not limited to order fulfillment, inventory control and analysis, order entry, and inventory accounting/identification. One year as a warehouse lead or supervisory strongly preferred.

LICENSES AND CERTIFICATES

- Forklift operators' certificate
- Valid driver's license