

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: ASSISTANT WAREHOUSE MANAGER FINANCIAL SERVICES DIVISION

GENERAL STATEMENT OF JOB

Under occasional supervision, performs inventory control work ensuring all purchased items received by the warehouse meet purchase order requirements and specifications. Work involves opening and inspecting items received by the warehouse to ensure correct quality and quantity levels are met according to the purchase order specifications. Employee is responsible for assisting in unloading materials, checking materials against purchase order specifications, and prepared for distribution to appropriate location. Employee is also responsible for tagging all fixed asset equipment received at the warehouse. Work also involves maintaining close contact with vendors to enable employee to inform school officials of incorrect items received. Employee is also responsible for notifying appropriate school or division of received materials, and returning incorrect shipments. Employee must exercise tact and courtesy in frequent contact with school officials, vendors, and supervisor. Employee must exercise considerable tact and courtesy in frequent contact with subordinate employees, supervisor, school officials, and supply vendors. Employee reports to the Warehouse Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Supervises and coordinates the receipt, stocking and distribution of items at the central warehouse.

Supervises warehouse personnel and drivers in the absence of the Warehouse Manager to ensure that all warehouse items are delivered in a timely manner on assigned routes, and in compliance with all organizational rules and regulations.

Works closely with subordinate employees to ensure work is being completed and that work assignments are fully explained when necessary.

Schedules pickup and delivery of equipment to and from schools; assists in reviewing routes to ensure timely and economical deliveries.

Ensures that all deliveries under direct supervision maintain proper reports and paperwork associated with deliveries and that all delivery tickets are filled appropriately.

Ensures all delivery equipment and vehicles are maintained as prescribed by organizational rules and regulations.

Maintains vehicle records on delivery truck fleet assigned to warehouse operations.

Receives all items coming into the warehouse and inspects contents for accuracy with purchase

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order. Assists in unloading shipments.

Tags fixed assets with bar codes for inventory tracking/control purposes.

Files purchase orders for received orders and maintains accurate purchase order records by vendor name and purchase order number.

Prepares inventory control sheets for fixed assets received at warehouse.

Labels all received items with appropriate information and destination to ensure proper delivery to schools.

Notifies appropriate schools when materials are received; notifies vendor and returns shipments when incorrect or damaged materials are received.

Signs receiving documents and sends to accounts payable for processing.

Notifies school officials when items have been discontinued or are temporarily unavailable from vendor.

Delivers special request or critical need items to schools.

ADDITIONAL JOB FUNCTIONS

May assist with the pick up and delivery of surplus property and equipment at various sites within the school district.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, and 3 to 5 years experience working in a warehouse with some receiving experience; or any equivalent combination of training and experience that provides the required knowledge, skills, and abilities.

SPECIAL REQUIREMENTS

Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "Drug and Alcohol Free

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Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or arrest for alleged violation of any alcohol or drug-related offense. Must maintain required drivers license at all times.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including forklifts, hand trucks, sweepers, etc. Must be able to exert up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Physical requirements are consistent with those for Medium Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondences, forms, purchase orders, lists, etc. Requires the ability to prepare correspondence, packing lists, shipping records, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

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Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of the principles of supervision, organization and administration.

General knowledge of maintenance required for warehouse equipment and vehicles.

Working knowledge of supply and material receiving and verification procedures and practices.

Working knowledge of inventory control processes.

General knowledge of fixed asset control procedures.

General knowledge of fixed asset processing.

Ability to effectively express ideas orally and in writing.

Ability to accurately match purchase orders with shipments and report on discrepancies.

Ability to maintain hardcopy files.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of

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employees to this job.