

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Stock Clerk	REPORTS TO:	Assigned Manager
DEPARTMENT:	Warehousing & Distribution	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	025 AASD Supervisors'
REVISED:	August 4, 2003		

BASIC FUNCTION:

Organize and supervise the operation of a major receiving, supply and equipment warehouse.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. [Duties may vary from site to site.] This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, organize, and supervise the activities of a major warehousing section engaged in receiving, storing, and distributing instructional materials, stock and nonstock supplies, materials, furniture, equipment, and foods. **E**

Train, supervise and evaluate the performance of assigned personnel. **E**

Coordinate distribution schedules with others to ensure that items are delivered to schools in accordance with established instructional program requirements. **E**

Process invoices and other receiving and delivery documents or papers; plans and assigns work schedules. **E**

Contact other staff members, business, sales, and delivery representatives and claims adjusters; enforce safety and security regulations. **E**

Take inventories of all classes of stock items and equipment as directed. **E**

Operate gas or electric forklift, hydraulic pallet lift, and power and hand tools. **E**

May be assigned major responsibility for coordinating and supervising the movement of stock and nonstock supplies, instructional materials, discarded library books and textbooks, mail, furniture, and fixtures to and from school sites and central offices.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from high school and five years of recent progressively responsible warehousing experience of acceptable level and quality.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern warehousing, stock handling, and transportation methods and equipment.
Technical aspects of field of specialty.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.

ABILITY TO:

Organize warehouse operations and supervise assigned personnel.
Assume responsibility and to exercise independent judgment.
Analyze situations accurately and adopt an effective course of action.
Operate standard office equipment including microcomputers and related software applications.
Communicate effectively orally and in writing.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records and prepare reports.
Work independently with little direction.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor warehouse; outside yard or loading dock.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to [operate a computer keyboard and other office equipment]; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting and moving heavy objects.