

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Warehousing/Distribution Coordinator

**Department:** Warehouse

**Location:** District Office

**Date:** Feb. 7, 2022

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**POSITION PURPOSE**

Reporting to the Director of General Services or assigned administrator, the Warehousing/Distribution Coordinator 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 Warehousing/Distribution Specialist II.

**DISTINGUISHING CHARACTERISTICS**

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 limited in Purchasing, however promotional opportunities exist to a Buyer or Purchase Agent level.

**KEY DUTIES AND RESPONSIBILITIES**

1. Organize, plan and lead the work of staff engaged in the operations and maintenance of the District's central warehouse.
2. Establish delivery schedules and methods for providing optimum efficiency of warehouse services. Assign and participate in routine and special deliveries of supplies, materials, equipment and District mail.
3. Inspect shipments of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identify and report shortages, damages and other discrepancies.
4. Oversee the storekeeping of goods, materials, supplies and equipment. Coordinate and participate in the annual warehouse inventory. Observe and enforce fire prevention and related safety rules and standards.
5. Document receipt of goods onto an automated purchasing system that includes inventory control.
6. Analyze space usage for maximum utilization. Confer with other purchasing staff as needed to determine storage space requirements and optimum stock quantities.
7. Analyze inventory movement and suggests re-order points and/or adjustments in the amount of inventory stored for future consumption.
8. Coordinate the sale or disposal of unused, depreciated, or damaged inventory and fixed assets.
9. Operate warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
10. Prepare various reports on warehouse operations and activities.
11. Coordinate and conduct periodic physical inventories of warehoused items and fixed assets throughout the District.
12. Perform other related duties as assigned that support the overall objective of the position.

**EMPLOYMENT STANARDS**

**Knowledge of:**

1. Principles and practices of the operations, services and activities of the central warehouse
2. Materials, equipment and supplies used in District operations.
3. Warehouse record keeping techniques including appropriate computerized programs.
4. District facilities and District operations, goals and objectives.
5. Principles of report writing and record keeping.
6. Modern office practices, procedures and equipment including computer operation.
7. Standard and common office clerical practices.
8. Oral and written communication skills.

**Skills and Ability to:**

1. Schedule and lead the work of warehouse workers in a manner conducive to proficient performance.
2. Plan, prioritize, and lead work in order to meet yearly schedules and timelines.
3. Write and maintain records/correspondence according to District standards.
4. Communicate in order to interact on both a formal and informal basis with warehouse staff, customers, and vendors.

**Experience and Education:**

1. High School diploma or equivalent required.
2. At least three 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.
3. One year of experience as a warehouse lead or supervisory strongly preferred.
4. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.

**License and Certificate:**

1. Valid California Driver's License.
2. Valid Forklift Operator's Certificate

**WORKING CONDITIONS**

**Environment:**

1. Typical warehouse environment.

**Physical Demands:**

1. Require the ability to stand, walk, and manipulate (lift, carry, move) light to medium weights of 10 - 50 pounds on a sustained basis. May stoop, kneel and crouch.
2. Require leg and foot dexterity to operate vehicle gas, brakes and clutch while driving.
3. Require sufficient hand-eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.
4. Require the ability to operate a hand truck and commercial forklift.

Board Approved: reformatted

Salary Range: 80

EEO Category: 2B3 – Technical/Paraprofessional