

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

Position: Warehousing/Distribution Specialist II

Department: Purchasing

Location: District Office

Date: Feb. 7, 2022

POSITION PURPOSE

Reporting to the Director of General Services or assigned administrator, the Warehousing/Distribution Specialist II performs a variety of work in the operation and maintenance of a central warehouse, including inventory replenishment and control.

DISTINGUISHING CHARACTERISTICS

The Warehousing/Distribution Specialist II is the second level in a labor-oriented career ladder in Purchasing, requiring working knowledge of warehouse logistics and inventory control. Advancement potential exists to Coordinator through promotion.

KEY DUTIES AND RESPONSIBILITIES

1. 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.
2. Provide storekeeping of goods, materials, supplies and equipment.
3. Schedule and perform routine and special deliveries of supplies, materials, equipment and mail.
4. Analyze space usage for maximum utilization. Confer with other purchasing staff as needed to determine storage space requirements and optimum stock quantities.
5. Operate warehouse equipment and vehicles including trucks, forklifts and pallet jacks.
6. Participate activities in connection with the annual physical inventory. Use scanning devices and bar code technology to record physical inventory items.
7. Assist with the sale or disposal of unused, damaged, or obsolete inventory.
8. 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. Basic report writing and record keeping.
6. Sufficient math skills to perform counts and analyze trends.
7. Oral and written communication skills.

Skills and Ability to:

1. Schedule the work activities of the warehouse in a manner conducive to optimum service.
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. Write basic reports and document transactions.
5. Coordinate and perform physical inventory counts.

Experience and Education:

1. High School diploma or equivalent required.
2. At least two 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. 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: 70
EEO Category: 2B3 – Technical/Paraprofessional