CLASS SPECIFICATION
Warehouse & Logistics Manager

FLSA Status: Exempt
EEOC Job Category: Officials and Administrators
Union Representation: Unrepresented

GENERAL PURPOSE
Under direction, organizes, coordinates, manages and directs the activities and operations of the District warehouse and delivery operations; maintains inventory of District furniture, equipment and supplies; plans, manages, directs and participates in the distribution of furniture, equipment and goods to District sites and departments; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Warehouse & Logistics Manager is responsible for managing and integrating the activities and operations of the District’s warehouse, including shipping, receiving, storage, issuance and distribution of equipment, materials, supplies, furniture and other items owned by the District. The incumbent is responsible for ensuring that all items, equipment and materials are received, stored, shipped and delivered to and from District sites in a timely, safe and efficient manner and in compliance with all applicable laws, rules, codes and District policies and practices. Additionally, the incumbent is accountable for ensuring the safety and security of subordinate employees, the warehouse site and assigned District vehicles and equipment. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; with staff, develops, implements and monitors work plans to achieve assigned goals and objectives; contributes to development of and monitoring of performance against the annual section budget; participates in developing, implementing and evaluating work programs, plans, processes, systems and procedures to achieve District goals, objectives and performance measures consistent with the District’s quality and service expectations.

2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s classified human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.

4. Plans, manages, directs and participates in receiving, storing and issuing warehouse stock and products; oversees inspection of received shipments to ensure conformity with purchase order specifications; manages identification and reporting of products and participates in assessing, identifying and reporting shortages, damages and other deviations to vendors; oversees stock control; organizes, coordinates and oversees regular, periodic or special inventories and quality assurance checks of warehouse stock; reviews orders and audits warehouse stock and inventory procedures; supervises the maintenance of District asset inventory; prioritizes, schedules and, as required to meet customer service expectations, participates in filling orders.

5. Ensures organization, safety, security and cleanliness of warehouse facility; regularly inspects and audits warehouse facility for fire, safety, storage and security discrepancies, identifies issues and plans, directs and monitors appropriate resolutions to meet OSHA standards; designs and lays-out warehouse storage areas and shelf arrangements for maximum capacity and efficient organization; organizes, coordinates and inspects maintenance and upkeep of warehouse facilities; evaluates various warehouse systems and makes system improvement recommendations to District management.

6. Plans, manages directs and participates in distribution activities and operations; routes, schedules and dispatches drivers to deliver processed orders in an expeditious, cost-effective manner; as necessary, makes required adjustments to maintain integrity of daily delivery schedules and to meet customer service expectations; coordinates deliveries with other divisions; plans and supervises inbound and outbound donation deliveries to maximize resources, material values, internal customer and external community customer needs; plans, directs and supervises the recycling of surplus or damaged materials ensuring compliance with District recycling objectives; repairs items in storage for re-sale; maintains recycling and inventory destruction records.

7. Provides expertise, guidance and assistance to management, other District personnel, vendors and carriers in storage and distribution matters; within scope of authority, evaluates technical information and data and provides decisions and recommendations; collaborates with management to identify and resolve inventory and delivery issues; receives, responds to, investigates and resolves vendor, carrier, customer, Finance department or other storage or distribution-related inquiries, concerns, complaints and problems; interprets and explains applicable laws, regulations, codes, policies and procedures.

8. Performs administrative functions related to areas of responsibility; analyzes, interprets and utilizes system data to assess and monitor stock storage, inventory and distribution activities; organizes, directs and monitors the development, maintenance and management of records, files, lists, forms and other documentation; maintains and manages the District’s record storage and retrieval system; as assigned, writes, compiles, develops, edits, revises, produces and provides or manages and directs production of necessary reports and information.

OTHER DUTIES
1. Fills in for other warehouse staff, as required; drives a delivery vehicle as needed.
2. Operates a variety of warehouse distribution equipment; performs regular maintenance and minor repairs on warehouse distribution equipment.
3. Attends a variety of District and staff meetings.

QUALIFICATIONS

Knowledge of:
1. Modern warehousing and storage procedures, including shipping and receiving, proper and orderly storage, optimum space utilization and stock inventory procedures.
2. Materials, equipment and supplies used in a community college district.
3. Operations and functions of the District’s enterprise financial systems applicable to assigned work.
4. Business practices related to the purchase, shipment and receipt of goods.
5. District organization, operations, policies and objectives applicable to areas of responsibility.
6. Safe housekeeping and work practices, including proper lifting techniques.
7. Types, uses and operations of warehouse vehicles and equipment.
8. Federal and state laws, codes and regulations and District policies and practices pertinent to areas of responsibility, including those related to health and safety.
9. Principles and practices of sound business communication.
10. Principles and practices of effective supervision.
11. District classified human resources policies and procedures and labor contract provisions.

Ability to:
1. Plan, organize, manage and integrate the activities of a large warehouse and distribution operation to meet District business and operating objectives.
2. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
3. Take inventory and maintain accurate control systems.
4. Establish, maintain and improve systems, policies, processes and procedures related to areas of responsibility.
5. Operate a variety of warehouse equipment and vehicles, including a forklift and delivery trucks.
6. Operate a computer and standard business software.
7. Make arithmetic calculations quickly and accurately.
8. Perform heavy physical labor.
9. Observe legal and defensive driving practices.
10. Communicate effectively both orally and in writing.
11. Understand, interpret, apply and explain applicable laws, codes and ordinances.
12. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
13. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
14. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
15. Establish and maintain effective working relationships with District management, faculty, staff and others encountered in the course of work.

**Education, Training and Experience:**
A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and at least four years of progressively responsible warehouse and distribution experience, at least two of which were in a supervisory or lead capacity; or an equivalent combination of training and experience. Some college-level coursework in business administration, purchasing, warehousing or a closely related field is desirable.

**Licenses; Certificates; Special Requirements:**
A valid California driver's license and the ability to maintain insurability under the District’s vehicle insurance policy.

Verifiable Forklift Certificate of completion from OSHA-approved training center.

**PHYSICAL AND MENTAL DEMANDS**
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**
While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk or hear, both in person and by telephone; use hands to finger, handle or feel objects or controls; reach with hands and arms; and drive a vehicle. An employee occasionally stoops, kneels, bends, crouches or crawls, climbs or balances and lifts up to 100 pounds.
Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with District management, faculty, staff and others encountered in the course of work.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in a warehouse, and the noise level can be loud. An employee works near moving equipment and moving mechanical parts, and may be exposed to heat and cold conditions.

Revised: August 8, 2011