West Valley - Mission
Community College District

Class Specification

Supervisor, District Warehouse

Supervisory Position (Non-Exempt Status)
Supervisors Salary Schedule – Range 28

Definition

To plan, organize, direct, and supervise warehouse operations within the general services division; and to perform a variety of technical tasks relative to assigned area of responsibility.

Supervision Received and Exercised

Receives general direction from the Executive Director, General Services.

Exercises direct supervision over assigned administrative support staff.

Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for receipt and distribution of supplies and materials; implement policies and procedures.
- Plan, prioritize, assign, supervise, and review the work of staff involved in district warehouse operations.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Manage the processing of district mail and interoffice envelopes; establish and maintain mail roster for both college campuses.
- Coordinate archive storage retention and destruction.
- Answer questions and provide information to students, staff, administrators and others; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of

- Principles and practices of shipping and receiving, and inventory control.
- Equipment, tools, and materials used in warehouse operations.
- U.S. Postal Service regulations and mailing procedures.
- Principles and practices of supervision, training, and performance evaluations.
- Principles and practices of budget monitoring.
- Principles and practices of safety management.
- Pertinent local, state, and federal laws, ordinances and rules.

Ability to

- Organize, implement, and direct warehouse operations/activities.
- On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Interpret and explain pertinent postal service and department policies and procedures.
- Safely operate a forklift.
- Assist in the development and monitoring of an assigned program budget.
- Develop and recommend policies and procedures related to assigned operations.
- Supervise, train, and evaluate assigned staff.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.
- Work beyond normal business hours, attend evening meetings and/or perform weekend work.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience

Four years of increasingly responsible experience in shipping and receiving and/or warehouse operations, including one year providing technical and functional supervision over assigned staff.

Education

Equivalent to an Associate’s degree from an accredited college with major coursework in business or a related field.

License and Certificate

Possession of, or ability to obtain, an appropriate, valid California driver’s license.

EEO Category: Professional Non-Faculty