

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2019
RANGE: 41.0
CLASSIFIED
CODE: NONE

LEAD WAREHOUSE OPERATIONS

DEFINITION

Under direction, the Lead Warehouse Operations will plan and coordinate the KCSOS office warehousing and distribution operation.

EXAMPLES OF DUTIES

Coordinate and participate in the receiving, inspection, and storage of a variety of supplies, materials, and warehouse goods;

oversee and coordinate the work of staff assigned to the warehouse;

maintain office recycling program;

assist with follow-up of shortage, damage, and shipping discrepancies;

dispose, re-use, and reduction of equipment;

review and coordinate warehousing and distribution operational procedures to determine and recommend proper routing;

plan and organize the KCSOS record retention system;

operate a variety of warehouse equipment as needed, including forklift;

load, unload, and operate delivery vehicle;

oversee the postal operations for the office, including filling in for the Mail Courier/Driver as needed;

direct staff and prioritize work assignments;

do other work as required.

QUALIFICATIONS

Knowledge of:

Safety and security trends, practices, methods, and procedures;

materials, supplies, equipment, and inventory planning and control systems and procedures.

Ability to:

Plan, organize, and implement effective and efficient warehouse and distribution operational procedures;

establish and maintain an accurate and effective data management, storage, and retrieval system;

effectively control warehoused equipment, materials, and supplies;

understand and carry out oral and written directions with minimal accountability;

establish and maintain cooperative working relationships;

establish effective and efficient delivery routes.

Experience:

Three (3) years of experience in warehousing, distribution, and stock control;

experience in leadership preferred.

Education:

High School Diploma or GED and completion of the twelfth grade.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: rn

11/7/19

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