

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Receiving / Stockroom Supervisor

Unit: Supervisory and Professional

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Job Code: D1383
Original Date: 10/1999
Last Revision: 10/2015
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 07

DEFINITION

Under the general supervision of the Vice President, Administrative Services, or assigned manager, supervise all aspects of inventory, asset management, purchasing, receiving, stocking, distribution, and delivery of supplies and assets at Mesa College.

EXAMPLE OF DUTIES

1. Plan, direct, coordinate, implement, and supervise the receiving, inventory, fixed asset management, and records storage at Mesa College; analyze system reports comparing expenditure categories and inventory records; review conflicts between Purchase Orders and receiving information and actions and inventory records; supervise and process on-line receiving and/or asset records; research and correct inventory records; recommend and implement policy for the creation of official historical records of donations and certain loaned equipment.
2. Develop and organize systems for conducting physical inventories; oversee site audits of departments and reconcile inventory to certified reports; coordinate research of discrepancies; prepare and present written reports and findings; develop procedures for and supervise the use of bar code readers/scanners and computers in the collection and analysis of inventory data; assign staff to review and investigate property losses in conjunction with Police; organize, coordinate, and supervise physical inventories and the capture and upload of pertinent data.
3. Distribute received merchandise to appropriate campus locations; improve timeliness of processing, receiving, and delivery of products; pursue automation of processes. Direct the process of properly tagging assets.
4. Supervise assigned stock clerks, clerical employees, and work study personnel; provide work direction, performance evaluation, discipline, and selection and termination recommendations. Provide ongoing training for subordinates; arrange special training programs as appropriate.
5. Oversee match exception process, ensure all purchases are received timely in the applicable system, process change orders, attend to backorders, and communicate appropriately with the Business Office and District Accounts Payable. Prepare and submit monthly stock and charge-back reports and other departmental documents to manager/supervisor as required. Maintain appropriate receiving records, including daily receiving log, receiver and pricing documents, and inter-store transfers. Communicate with vendors to help resolve problems related to merchandise received.
6. Oversee the processing and validation of equipment transfers, gift acceptance, and other inventory and asset movement on campus. Provide direction in the interpretation and application of related district policies and procedures and in the review and rewrite of policies and procedures.
7. Operate a variety of machinery and equipment, such as fork lifts, pallet jacks, materials handling equipment, and light, medium, and heavy trucks. Perform minor maintenance on machinery and equipment; initiate requests for service or repair of non-functioning equipment; follow up to assure timely service. Operate a variety of office equipment including fax machines, computers, telephones, and calculators.
8. Prepare budget for personnel and materials used in operations. Purchase stock and non-stock supply items as necessary within approved budget limits.

9. Ensure compliance with safety and security regulations regarding special handling of flammable and alcohol-based supplies.
10. Serve as resource to district and campus staff, vendors, and community members.
11. Coordinate events requiring room set-ups, and furniture, fixture, or supply movements.
12. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Applicable State Codes and Federal Statutes.
- California motor vehicle laws related to truck driving.
- Computer literacy, both hardware and software, with specific knowledge of Microsoft Office applications and familiarity with computerized business systems.
- Correct English usage, spelling, grammar, and report writing techniques.
- District organization, operations, policies, procedures, and objectives.
- Freight rate systems and freight and way bills.
- Laws, regulations, and policies governing the proper storage of certain high-risk supplies, such as alcohol, firearms, or flammable materials.
- Laws, regulations, and safety practices related to the use and operation of equipment, such as the delivery truck, van, hand truck, pallet jack, and forklift.
- Operation of light, medium, and heavy duty trucks, fork lifts, and other shipping and receiving equipment.
- Principles and methods of inventory control, both systems and hardware.
- Principles and practices of supervision and training.
- Principles and systems of records management, including retention and destruction.
- Principles and techniques of public administration and management, including methods of cost/benefit analysis.
- Principles, practices, and techniques of stockroom organization and maintenance and receiving and distribution/delivery systems.
- Proper methods of lifting, loading, and storing heavy textbooks and non-text items.
- Technical and professional developments and trends in the area of responsibility.

Skills and Abilities:

- Ability to set schedules, assign priorities, and revise as appropriate.
- Analyze situations accurately and solve problems decisively.
- Communicate effectively both orally and in writing.
- Develop and meet schedules and use software to produce flowcharts or project timelines.
- Establish and maintain effective and cooperative working relationships with others.
- Explain and apply policies, procedures, and regulations.
- Investigate and analyze administrative, technical, and systems problems and make recommendations.
- Investigate and analyze equipment and services relative to all areas of responsibility and make recommendations.
- Make arithmetic calculations quickly and accurately.
- Operate a variety of equipment, including pickups, delivery trucks, delivery carts, and forklifts.
- Prepare and maintain clear, accurate, and timely records, reports, and files.
- Receive, process, and distribute textbook and non-text orders.
- Train, supervise, and evaluate assigned staff.
- Understand and carry out oral and written instructions.
- Work cooperatively with others at all levels in the organization.
- Work independently with minimal supervision.

Training and Experience:

Any combination of training and experience equivalent to: an Associate's degree in Business Administration or related field and five years of progressively responsible varied experience in a related function, including one year of supervisory experience involving inventory control or receiving systems and operations.

License:

Valid Class Driver's License
Valid Fork lift operator's license

WORKING CONDITIONS

Physical Requirements:

Category II, may involve occasional standing and walking for extended periods and light to moderate lifting or moving of boxes, equipment, or furniture.

Environment:

Some exposure to less desirable warehouse environment of extremes in temperature and the existence of potentially hazardous materials.