

JOB DESCRIPTION
Nogales Unified School District #1

WAREHOUSE COORDINATOR

Purpose Statement:

The job of WAREHOUSE COORDINATOR is done for the purpose/s of ensuring that staff utilizes appropriate procedures and safe practices; preparing, receiving and evaluating quotations and recommending and/or awarding bids for the purchase of equipment and supplies; and ensuring optimal utilization of personnel and other resources.

This job reports to SUPPORT SERVICES MANAGER

Essential Functions

- Answers incoming department telephone calls for the purpose of routing and/or responding to telephone requests for information/services.
- Coordinates with district personnel (e.g. annual auction, mobile telephone/radio services, scheduling district vehicles, coordinate and bill for rental equipment/facilities) for the purpose of implementing and maintaining services and/or programs.
- Directs department functions in conjunction with Supervisor for the purpose of prioritizing project deadlines and ensuring optimal utilization of personnel.
- Monitor assigned programs and/or projects (e.g. General Fixed Assets, Inventory, etc.) for the purpose of conforming to administrative, state and/or federal requirements.
- Monitors departmental budget (e.g. mail, mechanical, warehouse department expenditures) for the purpose of ensuring the accurate allocation of expenses and tracking of assets.
- Monitors warehouse functions in conjunction with Supervisor for the purpose of providing providing efficient operations.
- Researches vendors, new products, laws, regulations, etc. for the purpose of recommending purchases, contracts and maintaining district wide services.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Composes a variety of materials (e.g. reports, memos, letters, procedures, manuals, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Conducts physical inventories for department supplies for the purpose of verifying stock and identifying losses.
- Participates in meetings, workshops and seminars for the purpose of conveying and/or gathering information required to perform functions.
- Procures equipment, supplies and materials for department for the purpose of maintaining availability of required items and completing jobs efficiently.
- Stocks equipment and supplies for department for the purpose of maintaining requires inventory levels.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: performing accounting procedures, planning and managing projects, preparing and maintaining accurate records, using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: standard office software, accounting/bookkeeping principles, business telephone etiquette, computer operation/skills, office methods and procedures

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: meeting deadlines and schedules
working with detailed information/data
working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. The job is performed under in a clean atmosphere.

Experience Job related experience is required.

Education High School diploma or equivalent.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Job description available upon request