

Job Description

Job Title: Coordinator II
Position Code: 1E15, AE15
Job Classification: Exempt

Supervisor: Director II, Purchasing
Pay Grade: 42
Contract Length: 245 Days

Job Summary

Position is responsible for managing all aspects of the Warehouse operation including supervision of staff; management of the Warehouse budget; establishing & implementing efficient logistics strategies; establishing sound inventory tracking practices; reassigning and/or disposing of all NNPS surplus, salvage and obsolete goods, supplies and equipment; coordinating and providing United States Postal Service (USPS) and interoffice mail courier services.

Essential Duties

1. Supervises the operation of the Warehouse and Cold Storage.
2. Establishes schedules and staff assignments to meet division-wide needs.
3. Develops and manages the Warehouse budget.
4. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly with schools, departments, and individuals to provide seamless quality customer service.
5. Analyzes division-wide textbook practices to collaboratively develop, promote and support timely, efficient, cost effective processes.
6. Supervises the NNPS surplus auction ensuring fair and open processes; enforces debarment of bidders in accordance with established procedures; collects and promptly processes all payments.
7. Tracks, records and develop reports on operational data.
8. Coordinates division-wide confidential document destruction services and administers the contract for these services.
9. Ensures compliance with OSHA and all safety requirements and regulations including those related to food handling/transport.
10. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Purchasing Director.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Any combination of education and experience equivalent to possession of Bachelor's degree and minimum 4years of successful management/supervisory/oversight experience in logistics/warehouse environment. In depth knowledge of logistics, requisitioning, shipping and receiving, inventory, and related services. In-depth knowledge and demonstrated experience in managing a warehouse budget and operation. Knowledge of warehouse-related safety regulations, procedures, and practices. Knowledge of logistics principles, and warehousing concepts/requirements. Knowledge of principles and practices of personnel management and supervision. Ability to analyze division-wide logistics data/practices to recommend cost-effective, efficient processes. Ability to work cooperatively with other school division employees and the public. Ability to produce written procedures and other documents in the English language reflecting clearly organized thoughts using proper sentence construction, punctuation and grammar. Ability to utilize Microsoft Office applications to track, record, and develop reports on operational data.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; physical agility to lift up to 25 pounds; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office or school environment. The noise level in the work environment is usually moderate.

Supervision Exercised: Assigned Staff

Supervision Received: Director II, Purchasing

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator II, Warehouse will be required to follow any other instructions and to perform any other related duties as assigned by the Director of Purchasing, or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date