

ASSISTANT STORES OPERATIONS MANAGER

DEFINITION

Assists the Purchasing Services Manager in planning, organizing, directing, and reviewing activities in the District's centralized warehouse and distribution facility.

TYPICAL DUTIES

- Assists in the direction, coordination, and administration of activities pertaining to materials and supplies in General Stores, frozen foods, grocery and food supply, and surplus properties of the Materiel Management Branch.
- Assists in developing, directing, recommending, and implementing policies, procedures, regulations, and schedules relative to the handling of supplies, equipment, and foods and the maintenance of records.
- Ensures District compliance with mandated State and federal regulations by directing the purchase, receipt, inspection, storage, cataloging, inventorying, and distribution of stock commodities including materials and supplies in General Stores, frozen foods, grocery and food supply, and surplus properties to schools and offices.
- Organizes and manages incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of items.
- Administers, supervises, and participates in the review of specification updates and works with the inventory management team in determining packaging and delivery requirements for stock carried in the distribution facility.
- Participates in the development and implementation of security control procedures for warehouse operations.
- Coordinates the surveillance and investigation of stock shortages, deviations from specifications, damages to shipments, and delivery of partial shipments and resolves discrepancies by following-up with vendors and freight companies and submitting appropriate reports.
- Coordinates the warehouse's annual physical inventory and reconciliation process.
- Coordinates safety training programs and evaluates Workers Compensation claims to identify additional training needs.
- Prepares oral and written reports related to purchasing, warehousing, and distribution activities.
- Represents the Purchasing Services Manager as assigned.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Assistant Stores Operations Manager assists the Purchasing Services Manager in the management of the District's centralized warehouse and distribution facility.

A Purchasing Services Manager directs the purchasing, contracting, inventorying, warehousing, cataloging, and distribution of stores, stock, or non-stock items; develops policies, procedures, and regulations; directs studies to improve efficiency in material handling; and assists with the special development of computer applications and systems, including e-commerce best practices, for Procurement Services Division.

A Senior Stores Supervisor is responsible for directing a variety of warehouse operations and supervising a large staff of employees.

SUPERVISION

General direction is received from the Purchasing Services Manager. General supervision is exercised over assigned warehousing personnel.

CLASS QUALIFICATIONS

Knowledge of:

- District warehouse methods used in receiving, inspecting, storing, distributing, and delivering large quantities of materials and supplies in General Stores, frozen foods, grocery and food supply, and surplus properties
- Warehouse practices, terminology, standards, and management systems in SAP
- Storekeeping and cycle inventory management and methods
- Computerized and manual warehouse record-keeping methods
- Basic data-processing concepts and methods as applied to warehouse and inventory procedures
- Uses and characteristics of the District's applications and programs related to warehousing and inventorying
- Uses of office computers and peripheral equipment
- Microsoft Windows Operating Systems and Office Suite programs
- Laws, rules, procedures, and practices pertaining to procurement, warehousing, inventory control, and materials distribution
- Regulations and practices pertaining to safe and sanitary storage and handling and distribution of materials, including combustible and perishable items
- Principles of warehouse organization and management
- Principles of warehouse safety and security
- Principles of training, supervision, and employee relations
- Techniques for counseling, disciplining, and motivating employees

Ability to:

- Manage and maintain documentation and records reflecting stock activity and inventory control
- Utilize electronic databases and warehouse management systems in SAP
- Plan and delegate work and expedite flow of materials
- Analyze work requirements and establish performance standards
- Analyze procedural problems and determine causes of errors or inefficiency
- Maintain accurate records and prepare reports
- Supervise a large group of employees through lower-level supervisors

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably supplemented by courses in supervision, organization, management, communications, statistics, and accounting. Additional qualifying experience in warehousing at a supervisory level may be substituted for the required education on a year-for-year basis.

Experience:

Four years of experience in overseeing a variety of warehouse operations including the receiving, storing, and distribution of stock items. Two years of the required experience must have been in a supervisory capacity.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JPK