

IT WAREHOUSE MANAGER

DEFINITION

Plans, organizes, and manages the daily workflow of activities in the Information Technology Division warehouse and manages the receipt, inventory, tracking, and monitoring of all IT assets and materials.

TYPICAL DUTIES

- Directs, coordinates, forecasts, and plans warehouse storage and distribution of IT assets and materials.
- Oversees all IT assets, reduces risks of shrinkage, and ensures and maintains a secure and efficient warehouse environment, including orders for replacements or maintenance
- Ensures District and division policies are adhered to concerning personal safety, inventory safety, and inventory reporting.
- Reviews work orders and invoices to confirm and monitor the acquisition and distribution of IT assets and materials.
- Consults with District administrators about purchases, records, and inventory control to ensure effective warehouse operations and space.
- Verifies receiving records, responds to questions or concerns about inventory shortages or overages, and addresses any inventory control problems.
- Enters IT asset information into the software program for asset tracking.
- Supervises and schedules the employees and resolves personnel issues.
- Evaluates and identifies operational inefficiencies and develops key performance indicators.
- Manages the schedule for deliveries and loading dock use.
- Negotiate prices for parts or materials.
- Performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The IT Warehouse Manager manages and oversees the IT warehouse operations and ensures efficient operation and maintenance of the IT warehouse.

The Director of IT, Asset and Software Compliance provides direction for the operational design, planning, implementation, and architectural development of the District mobile device management system, enterprise licensing agreement, and asset management.

A Head Stock Clerk has responsibility for one or more supply operations and supervises Stock Clerks, Stock Workers, Forklift Operators, and clerical personnel in the ordering, receiving, storing, and issuing of supplies and equipment. A Head Stock Clerk supervises a large crew in the performance of duties related to one supply function or supervises fewer employees in the performance of duties involved with a variety of supply functions.

SUPERVISION

General direction is received from the Director of IT, Asset and Software Compliance. General supervision is exercised over lower-level warehouse staff.

CLASS QUALIFICATIONS

Knowledge of:

- District warehouse methods used in receiving, inspecting, storing, distributing, and delivering materials, supplies, and equipment
- General characteristics of the District's IT assets
- Efficient warehouse space planning and facility layout
- Warehouse management systems, practices, terminology, and standards
- Principles of warehouse safety and security
- Efficient storekeeping and cycle inventory management and methods
- Safe and sanitary storage and handling and distribution of materials
- Principles of budgetary planning, purchase orders, contracts, and vendor payments

Ability to:

- Prepare specifications for order of materials, supplies, parts, and equipment
- Manage and maintain documentation and records reflecting stock activity and inventory control
- Utilize electronic databases and inventory information system
- Evaluate bids and negotiate prices
- Interact tactfully, courteously, and effectively with employees, customers, and other stakeholders
- Ensure timely distribution of materials and supplies
- Inspect materials, tools, and equipment to assure conformance with specifications
- Supervise, train, and apply disciplinary procedures

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a Bachelor's degree, preferably in public or business administration, management, economics, finance, or a related field. Additional qualifying experience may be substituted for the required education on a year-for-year basis provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Four years of experience in inventory control, warehouse operations, or supplies and equipment distribution. Two years of the aforementioned experience must have been in a supervisory capacity. Inventory experience with IT assets is preferable.

Special:

- A valid California Driver License.
- Use of an automobile.

SPECIAL NOTE:

Management class.

This class description is not a complete statement of essential functions, responsibilities or requirements. Requirements are representative of the minimum level of knowledge, skill and abilities. Management retains the discretion to add or change typical duties of a position at any time.

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