

SUPERVISOR, WAREHOUSE AND MAIL SERVICES

JOB SUMMARY

Under the direction of the area administrator, oversee the daily operations of the District's centralized warehouse and mail services for all District locations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements and duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Supervise and coordinate the daily operations of warehouse functions, including the receipt, inspection, storage, distribution, and shipment of materials, mail, and equipment across all District locations; ensure the warehouse environment remains clean, organized, and compliant with safety standards by enforcing housekeeping standards and inspecting work areas regularly.
2. Supervise, assign, train, and evaluate assigned personnel; develop and implement training programs to ensure workforce competency in areas of responsibility.
3. Manage and maintain inventory, asset, and file tracking systems; oversee and monitor systems for inventory and fixed asset management; ensure accurate records, conduct physical inventories, and reconcile with fiscal data; ensure adherence to internal controls; coordinate updates or upgrades in collaboration with IT or system vendors; troubleshoot issues and ensure data integrity..
4. Direct and oversee centralized file storage operations, including intake, cataloging, secure retention, retrieval, and destruction of documents in accordance with records management and legal compliance standards.
5. Administer the District's surplus and disposal program in collaboration with Purchasing and Facilities; ensure compliance with applicable laws and Board policies.
6. Supervise the scheduling, operation, and maintenance of warehouse vehicles and equipment; ensure equipment is safe to operate and that warehouse areas are free from obstructions and hazards.
7. Serve as the lead liaison for warehouse operations with internal departments, external vendors, and delivery partners; resolve issues related to shipments, delivery, and logistics.
8. Supervise the tracking of outstanding line items on purchase orders; coordinate with vendors regarding missing or damaged items; implement reporting mechanisms and communicate findings to the Purchasing and Business Services teams.
9. Evaluate, develop, and implement operational procedures; recommend and lead changes to improve service delivery, compliance, and operational efficiency; contribute to strategic planning initiatives.
10. Ensure the accuracy of delivery logs, receiving records, asset transfers, and electronic documentation for operational and audit purposes; monitor compliance with postal regulations and oversee postage expenditures and mail-related cost controls; ensure warehouse and delivery procedures comply with District policies, applicable laws, and audit requirements; prepare reports

and documentation to support internal and external audits.

11. Utilize software platforms to collect, verify, and file receiving documentation; supervise staff training and compliance with digital receiving processes to ensure timely return, accuracy, and proper recordkeeping.
12. Ensure proper chain-of-custody practices are followed for secure or confidential deliveries; respond to and manage urgent, high-priority, or emergency delivery requests; ensure rapid deployment of resources as needed.
13. Participate in planning and budgeting activities related to warehouse operations, staffing, supplies, and equipment needs; monitor expenditures to remain within the allocated budget.
14. Collaborate with departments such as Procurement, Fiscal Services, and Facilities to coordinate logistics, address service gaps, and support institutional priorities; serve as a point of escalation for operational challenges.
15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Principles and practices of warehouse operations, inventory control, and supply chain logistics.
2. Policies and procedures related to procurement, records retention, and surplus property.
3. Secure file storage systems, indexing practices, and retrieval procedures.
4. USPS and commercial mail regulations and practices.
5. Operation and maintenance of warehouse equipment and vehicles.
6. Principles of employee supervision, training, and performance evaluation.
7. Workplace safety and OSHA regulations.
8. Basic accounting and budgeting related to warehouse operations.
9. Software systems for inventory and file tracking (ERP, warehouse management, or records management systems).
10. Microsoft 365 applications including SharePoint, Outlook, Excel, and Teams for documentation, collaboration, and workflow tracking.
11. Use of Adobe Sign or similar platforms for capturing and storing digital signatures for receiving and logistics documentation.

Skills in:

N/A

Ability to:

1. Plan, direct, and coordinate daily warehouse and mail delivery operations.
2. Communicate effectively both orally and in writing.
3. Interpret and apply relevant policies, laws, and regulations.
4. Operate a variety of equipment and vehicles safely and efficiently.
5. Establish and maintain effective working relationships with staff, vendors, and outside agencies.
6. Maintain accurate and auditable records.
7. Analyze workflow and implement improvements for operational efficiency.
8. Use technology tools to streamline operations, document processes, and enhance team

communication.

9. Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience:

1. High school diploma; AND
2. Five (5) years of increasingly responsible experience in warehouse, mail, or supply chain operations. Experience must include one (1) year of lead level responsibilities. OR
3. An equivalent combination of education, training, and/or experience.

Licenses and Certifications:

1. Incumbent must have a valid California driver's license and have and maintain an insurable driving record acceptable to the District's insurance carrier.
2. Forklift Certification or ability to obtain within six (6) months.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Assignment requires moderate to heavy physical labor including frequent lifting, carrying, pushing and pulling of objects weighing up to 50 pounds; frequent to constant standing, walking, bending, kneeling and stooping while performing a variety of activities including moving furniture or equipment, etc.; operate electric cart to travel and/or to pickup/deliver supplies to a variety of locations on campus; ability to travel to various locations on and off campus as needed to conduct district business.

Work is performed in a normal warehouse environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbent may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.