



WAREHOUSE MANAGER III

CHARACTERISTICS OF WORK:

This is administrative work involving responsibility for the proper receipt, storage, distribution, and issuance of a wide variety of items in a large statewide warehouse or storage facility. Incumbents in this classification direct, through subordinates, activities in a central warehouse and its subsidiary outlets. The work involves inspecting storage facilities, insuring proper storage and distribution of stock, and verifying that items are correctly stocked and catalogued in accordance with established procedures and regulations. The work also demands careful and constant analysis of supplies on hand to determine the rate of use and the need for requisitioning new supplies; solving special problems concerning storage and shipment of supplies; and supervising the maintenance of inventories and other records used as a control for purchasing or restocking supplies. Personal contacts with vendors are frequently necessary in settling discrepancies in connection with the purchase and shipment of warehouse stock. Incumbents in this classification work with considerable independence, but their work is reviewed for efficiency through inspection and accounting controls. Supervision is exercised over a large staff of subordinate employees engaged in warehouse activities.

MINIMUM QUALIFICATIONS:

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the State Personnel Board in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Bachelor's Degree from an accredited four-year college or university;

AND

Experience:

Six (6) years of experience related to the described duties.

OR

Education:

Graduation from a standard four-year high school or equivalent (GED);

AND

Experience:

Ten (10) years of experience related to the described duties.

OR

Substitution Statement:

Related education and related experience may be substituted on an equal basis.

PHYSICAL REQUIREMENTS:

These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements. These are typical requirements; however, reasonable accommodations may be possible.

Moderate Work: May frequently exert force equivalent to lifting up to approximately 25 pounds and/or occasionally exert force equivalent to lifting up to approximately 50 pounds.

Vision: Requires the ability to perceive the nature of objects by the eye.

Near Acuity: Clarity of vision at 20 inches or less.

Midrange: Clarity of vision at distances of more than 20 inches and less than 20 feet.

Far Acuity: Clarity of vision at 20 feet or more.

Peripheral: Ability to observe an area that can be seen up and down or left and right while eyes are fixed on a given point.

Depth Perception: Three-dimensional vision. Ability to judge distances and spatial relationships so as to see objects where and as they actually are.

Ability to adjust focus: Ability to adjust the eye to bring an object into sharp focus.

Speaking/Hearing: Possesses the ability to give and receive information through speaking and listening skills.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; use hand to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to sit; climb or balance; and stoop, kneel, crouch or bend.

COMPETENCIES:

The following competencies describe the knowledge, skills, abilities, and attributes that lead to a successful employee in this position. An applicant will be expected to exhibit these competencies or the ability to reach competency achievement within a specified time. These competencies are linked to the essential functions of the job. Employees in this position may be evaluated on these competencies as part of the performance appraisal system. Example behaviors are listed below each competency and are used for illustrative purposes only. Specific behaviors may be identified and included later by the hiring agency. It is understood that some of these behaviors might not be acquired until a reasonable time after hire. Failure of an employee to successfully demonstrate some or all of these competencies, as deemed important by his or her reporting official, may result in the employee being placed on a performance improvement plan. If after a reasonable period of time, usually three (3) months, the employee fails to demonstrate successful performance, the employee may be terminated. These competencies include, but are not limited to, the following:

PUBLIC SECTOR COMPETENCIES:

Integrity and Honesty: Demonstrates a sense of responsibility and commitment to the public trust through statements and actions.

Models and demonstrates high standards of integrity, trust, openness, and respect for others. Demonstrates integrity by honoring commitments and promises. Demonstrates integrity by maintaining necessary confidentiality.

Work Ethic: Is productive, diligent, conscientious, timely, and loyal.

Conscientiously abides by the rules, regulations, and procedures governing work.

Service Orientation: Demonstrates a commitment to quality public service through statements and actions.

Seeks to understand and meets and/or exceeds the needs and expectations of customers. Treats customers with respect, responding to requests in a professional manner, even in difficult circumstances. Provides accurate and timely service. Develops positive relationships with customers.

Accountability: Accepts responsibility for actions and results.

Is productive and carries fair share of the workload. Focuses on quality and expends the necessary time and effort to achieve goals. Demonstrates loyalty to the job and the agency and is a good steward of state assets. Steadfastly persists in overcoming obstacles and pushes self for results. Maintains necessary attention to detail to achieve high-level performance. Deals effectively with pressure and recovers quickly from setbacks. Takes ownership of tasks, performance standards, and mistakes. Has knowledge of how to perform one's job. Knows the organization's mission and functions and how it fits into state government.

Self Management Skills: Effectively manages emotions and impulses and maintains a positive attitude.

Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works effectively and cooperatively with others to achieve goals. Treats all people with respect, courtesy, and consideration. Communicates effectively. Remains open to new ideas and approaches. Avoids conflicts of interest. Promotes cooperation and teamwork.

Interpersonal Skills: Shows understanding, courtesy, tact, empathy, and concern to develop and maintain relationships.

Demonstrates cross cultural sensitivity and understanding. Identifies and seeks to solve problems and prevent or resolve conflict situations. Encourages others through positive reinforcement.

Communication Skills: Receives, attends to, interprets, and responds to verbal messages and expresses information to individuals or groups effectively.

Receives other cues such as body language in ways that are appropriate to listeners and situations. Takes into account the audience and nature of the information; listens to others, attends to nonverbal cues, and responds appropriately. May make oral presentations. Communicates ideas, suggestions, and concerns, as well as outcomes and progress throughout the process of an activity. Provides thorough and accurate information.

Self-Development: Adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles.

Seeks efficient learning techniques to acquire and apply new knowledge and skills; uses training, feedback, or other opportunities for self-learning and development. Develops and enhances skills to adapt to changing organizational needs. Remains open to change and new information and ideas.

TECHNICAL COMPETENCIES:

Communication: Shares information in writing or verbally.

Concisely and correctly answers questions and/or explains or conveys information to the public, agency, co-workers, and other entities. Asks appropriate questions to gain information needed to assist the public or provide information to the public, agency personnel (e.g., personnel inside agency, outside agency, and other state's agency personnel), or other entities. Participates effectively in meetings, seminars, and training sessions. Presents oral and written information internally or externally using proper grammar, punctuation, and content. Appropriately documents information using tools such as: letters, e-mails, reports, memoranda, etc. Communicates information in a courteous manner without invoking anger. Knowledgeably refers issues to appropriate agency or other personnel.

Facility Management: Ensures proper receipt, storage, distribution, and issuance of items in a storage facility or warehouse.

Supervises those performing assigned tasks. Inspects storage facility or warehouse to ensure proper storage and distribution of stock. Supervises the maintenance, repair, and general custodial activities of the facility and its operating equipment. Assumes responsibility for the security of warehouse facilities. Ensures safety procedures are followed by all warehouse employees.

Inventory Management: Ensures the proper inventory needed to support the operations of the agency.

Verifies that items are stocked and catalogued in accordance with established policies and procedures. Directs the activities involved in receipt, storage, and inventorying of supplies. Determines work sequence and equipment needed, according to work order, shipping records, and experience. Analyzes supplies on hand to determine the rate of use and need to requisition new supplies. Receives and approves orders for shipment and directs warehouse personnel in filling orders and shipping supplies. Solves special problems concerning storage and shipment of supplies. Supervises the processing, compiling, and maintenance of stock controls, accounting records, and regular or special reports.

MANAGEMENT COMPETENCIES:

Emotional Maturity: Conducts oneself in a professional, consistent manner when representing the organization.

Has the ability to work through adversity and hold self and others accountable for work actions.

Macro Oriented: Exercises good judgment; makes sound, well-informed decisions.

Understands and appropriately applies procedures, requirements, and regulations related to specialized areas of expertise.

Working Through Others: Supports, motivates, and is an advocate for staff.

Reinforces and rewards team efforts and positive behaviors. Is fair, yet firm with others. Monitors workloads and provides feedback.

Results Oriented: Plans effectively to achieve or exceed goals; sets and meets deadlines.

ESSENTIAL FUNCTIONS:

Additional essential functions may be identified and included by the hiring agency. The essential functions include, but are not limited to, the following:

1. Performs support services required for the operation of the warehouse/storage facility.
2. Supervises the activities of warehouse personnel in the operation of the warehouse/storage facility.
3. Oversees the administration of the operation of the warehouse/storage facility.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Plans and supervises the receipt, storage, and proper distribution of stocked items and supplies.

Receives and approves orders for shipment and directs warehouse personnel in filling orders and shipping supplies.

Requisitions materials and supplies and maintains an adequate level of stock to meet agency's needs.

Supervises the processing, compiling, and maintenance of stock controls, accounting records, and regular or special reports.

Assumes responsibility for the security of warehouse facilities.

Directs the preparation of receiving reports and delivery of these to the bookkeeping and auditing department.

Directs the preparation of claims reports on damaged merchandise.

Analyzes transportation rates on all outgoing shipments.

Assists purchasing agents in keeping warehouse stock balanced and in routing incoming freight.

Takes physical inventories and reconciles variances.

Oversees the planning and supervision of the maintenance, repair, and general custodial activities of the facility and its operating equipment.

Recommends for hire and trains warehouse personnel.

Signs or authorizes signature of subordinate employees on transportation receipts or other documents for materials and supplies received.

Evaluates subordinate employees in accordance with agency policy.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.