

Job Title: Central Receiving Coordinator	Wage/Hour Status: Exempt
Reports to: Director Warehouse Services	Pay Grade: 102
Dept./School: School Resources Department	Date Revised: October 30, 2024

Primary Purpose

Oversee the District’s receiving activities, to include warehouse stock items, controlled assets, instructional resources, furniture, equipment, and supplies. Manage the storing, cataloging, and archiving of District records.

Qualifications

Education/Certification

High School Diploma and five (5) years warehouse operations experience
OR
Bachelor’s Degree and three (3) years warehouse operations experience

Special Knowledge/Skills

- Ability to operate personal computer
- Knowledge of computerized inventory control and warehouse operations
- Ability to operate hand tools and mechanical equipment
- Strong organizational, communication and interpersonal skills

Major Responsibilities and Duties

Inventory and Receiving

1. Maintain receiving operations by coordinating and enforcing program, operational, and personnel policies and procedures.
2. Comply with and enforce federal, state, and local warehousing, material handling, and shipping requirements.
3. Safeguard warehouse-receiving activities and recommend security procedures and protocols.
4. Maintain a system of work management and service response for efficient delivery processes.
5. Monitor invoices, packing slips, and other related documents to ensure accuracy.
6. Address shipping and receiving problems and discrepancies with vendors and schools.
7. Manage the timely receipt and tagging of controlled assets.
8. Operate tools, equipment, and vehicles according to prescribed safety procedures.
9. Provide training to assigned personnel on established safety procedures and techniques in use of various equipment, tools, and chemicals.
10. Participate in professional growth activities, as requested.
11. Perform other duties as assigned by supervisor.

Property Control Management

12. Conduct and supervise periodic inventory of fixed assets District-wide.
13. Maintain inventory records for accurate management of assets.
14. Oversee processing of equipment transfers between departments and campuses.
15. Ensure District compliance with all federal, state, and local Board policies and procedures.

Records Management

16. Work with District personnel to effectively carry out District procedures for record management requirements.
17. Coordinate activities associated with record maintenance compliance and HIPAA.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Vehicles, Computer, ladder, dolly, forklift, pallet jack, and small hand tools.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Moderate walking, standing, and/or climbing; heavy lifting and carrying, stooping, bending, kneeling, and reaching. Work indoor and outdoor, work around machinery with moving parts; work around moving objects or vehicles; exposure to heat and humidity; be adaptable to working a shift schedule and/or hours other than regularly assigned. Must be able to lift 50 pounds or more. Frequent District-wide travel.

Terms of Employment

226 days; salary to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.