



POSITION DESCRIPTION

Business Services Assistant

PositionBusiness Services Assistant
Department/SitePurchasing and Warehouse
FLSANon-Exempt
Evaluated byDirector of Business Services
Salary Range.....27

Summary

Performs a variety of duties in the operation of the District's Business Services Department, including receiving and distributing inventory, and performing verification of supplies, materials, and equipment utilized throughout the campus.

Essential Duties and Responsibilities

- Assists with the operations and maintenance of the District's central warehouse.
- Delivers supplies, materials, and equipment.
- Inspects shipments and verifies counts of materials, equipment and supplies received in order to ensure compliance with purchase order specifications. Identifies and reports shortages, damages and other discrepancies. Conducts periodic physical and annual inventories of supplies, materials, equipment, and fixed assets.
- Arranges the storekeeping of supplies, materials, and equipment to optimize safekeeping and use of space.
- Inspects inventory of supplies, materials, and equipment to ensure usability and functionality.
- Assembles furniture, equipment and other heavy items that are received by the District.
- Analyzes space usage for maximum utilization and confers with other Business Services staff, as needed, to determine storage space requirements and optimum stock quantities. Recommends re-order points and/or adjustments of stored inventory.
- Assists with inventory, recycling, and disposition of surplus property and waste, processing necessary forms and documentation.
- Operates equipment and vehicles including trucks, forklifts and pallet jacks and utilizes a variety of tools, as needed.
- Assists in the preparation and maintenance of various records and documentation.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- Knowledge and Skills

- Requires a working knowledge of the principles and practices of the operations, services and activities of the District's Business Services Department.
- Requires a basic knowledge of the supplies, materials, and equipment stored and used in the District's operations.
- Requires a thorough understanding of warehouse recordkeeping techniques including appropriate computer-aided programs for purchase orders, fixed assets (capital and inventory), receiving, scheduling, and inventory management.
- Requires knowledge of and skill at using warehouse equipment such as, but not limited to, forklift, pallet jack, and other material handling devices and various tools.
- Requires sufficient math skills to compute sums and fractions.
- Requires sufficient language skills to prepare documents and reports.
- Requires sufficient human relations skills to maintain positive work relationships with employees and vendors.



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- Abilities

- Requires the ability to perform the functions of the position in a manner conducive to proficient performance.
- Requires the ability to plan, prioritize, perform, and lead work as necessary to meet schedules and timelines.
- Requires the ability to prepare written reports and maintain records according to departmental standards.

Physical Abilities

- Requires the ability to work indoors in a warehouse environment or office environment, and outdoors engaging in work of a primarily active nature.
- Requires the ability to maintain cardiovascular fitness to engage in active physical labor.
- Requires the ability to sit, walk to campus locations, and operate vehicles, equipment, and tools.
- Requires the ability to lift, carry and move medium to heavy weight materials up to 75 pounds on a frequent basis and; up to 100 pounds on an occasional basis.
- Requires visual acuity to read printed materials and computer screens, to drive a vehicle, and to observe work processes.
- Requires the ability to use hearing for ordinary and telephonic conversation, to provide staff training sessions, and to hear sound prompts from equipment.
- Requires sufficient hand/eye coordination, arm hand dexterity and visual acuity including depth perception to drive delivery vehicle and read numbers and words.
- Requires the ability to operate a hand truck and commercial forklift.

Education and Experience

- A high school diploma, or the equivalent, and two years of warehouse experience.
- Demonstrates sensitivity to, understanding of, and ability to work with the diverse academic, socioeconomic, ethnic, religious, disability, gender, gender identity, sexual orientation, immigrant status, and cultural background of community college students, faculty, and staff; and successfully fosters and supports an inclusive educational and work environment.

Licenses and Certificates

- Requires a valid driver's license and forklift operator's certificate.

Work Environment

- Work areas require safety considerations and are subject to temperature extremes.