

Stockroom Supervisor
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246320>

Downloaded On: Oct. 5, 2024 2:21pm

Posted Oct. 3, 2024, set to expire Oct. 21, 2024

Job Title Stockroom Supervisor
Department Administrative/Personnel Services
Institution San Diego Community College District
San Diego, California

Date Posted Oct. 3, 2024

Application Deadline 10/21/2024
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Stockroom Supervisor
San Diego Community College District

Closing Date: 10/21/2024

Position Number: 00120585

Location: San Diego City College

Position Type:

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Classified

The Position:

Posting Details (Default Section)

Closing Date: 10/21/2024 Open Until Filled No Classification Title Stockroom Supervisor Working Title Recruitment Limits Location San Diego City College Pay Information Range 1 (\$5,850.00-\$9,529.03) per month based on the 2024 Supervisory and Professional Employees' Association New employees will begin on Step A (\$5,850.00). Promoted or transferred employees will be placed as specified in the CBA and is non-negotiable. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the SPAA - Supervisory & Professional Administrators Association Handbook. This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits. Position Equivalent FTE: 1.0 FTE No. Months: 12 Months Position Number: 00120585 FLSA Status Non-Exempt (accrues overtime) Position Type Classified Bargaining Unit Supervisory and Professional Range No Response Department Administrative/Personnel Services The Position Applications are currently being accepted for Stock Room Supervisor in the Business Service, located at City College/Administrative Services. Hours are Monday-Friday 7:00-3:30 pm. Selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.
Classification Description Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option. Desired Qualifications **Knowledge:**

Basic principles and practices of stockroom organization and maintenance. Basic regulations and practices related to the shipping and receiving of merchandise. Computerized inventory systems. English usage, grammar, and spelling and report writing techniques. Laws, regulations, and policies governing the proper storage of certain high-risk supplies, such as alcohol, firearms, or flammable materials. Laws, regulations, and safety practices related to the use and operation of equipment, such as the delivery truck, van, hand truck, pallet jack, and forklift. Operation and use of computers and basic software applications necessary for area of specialty. Oral and written communication skills. Principles and practices of supervision and training. Record-keeping techniques. Technical aspects of

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field of specialty. Skills and Abilities: Analyze situations accurately and solve problems decisively. Communicate effectively both orally and in writing Establish and maintain effective working relationships with others. Explain and apply policies, procedures, and regulations. Meet schedules and time lines. Operate a variety of equipment including pickups, delivery trucks, delivery carts, forklifts and calculators. Operate standard office machines and equipment, including computer hardware and software. Plan, organize, and implement assigned functions. Prepare clear, accurate, and timely records and reports on stockroom contents and staff. Train, assign, schedule and supervise assigned staff. Work independently under minimal supervision.

Training and Experience:

Any combination equivalent to: completion of high school or GED certificate equivalent and two years of stockroom or warehouse experience, including supervisory experience. License: Valid California driver's license.

WORKING CONDITIONS

Physical Requirements: Category II, subject to standing for long periods of time and lift Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application. Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals. Special Instructions to Applicants: To ensure **full** consideration, qualified candidates must submit a **complete** online application that includes the items listed (extraneous material will not be reviewed). References to resumes or other uploaded documents within the online application will be considered an "incomplete" application; please enter "N/A" if any section does not apply.

1. Complete online application;
2. Cover Letter;
3. Resume; **AND**,
4. Three (3) References listed within the online application.
5. Licenses/Certificates/Credentials (**Optional**).

Important: To ensure consistency and fairness to all candidates, please do not submit materials other than those requested (i.e., personal photo, articles you've written, etc). Please only upload requested

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documents using respective document name labels. Uploading extraneous materials, unless specifically requested within this posting, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

- Application materials sent via mail, fax, or email will **not** be accepted.
- Note that correspondence, including interview invitations, will be sent to you via email.
- All inquiries, nominations and applications will be held in the strictest confidence.

Tentative Timeline (Subject to Amendments) Conditions of Employment: **SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:**

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the CalPERS or CalSTRS website for further information. Additional Information: **EMPLOYEE BENEFITS**

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical insurance plan options. Additional benefits include dental, vision, sick leave, vacation and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment. Posting Number CL01713

Major Responsibilities:

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Licenses:

Pay Information:

Range 1 (\$5,850.00-\$9,529.03) per month based on the 2024 Supervisory and Professional Employees' Association

New employees will begin on Step A (\$5,850.00). Promoted or transferred employees will be placed as

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To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Administrative/Personnel Services
San Diego Community College District

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