



Job Description

Job Title: Manager - Shipping, Receiving and Inventory

JTC: CQB

Salary Range: N05

FLSA: Exempt

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

POSITION SUMMARY

Responsible for assisting with the day-to-day functions of a segment of work, a sub-section of an organization, or a functional area within an organization.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Responsible for assisting with the planning, direction or oversight of a business unit, division, department, or an operating unit within an organization with or without reporting staff. Plans and maintains work systems, procedures, and policies that enable and encourage the optimum performance of its people and other resources within the organization.

Assists in the establishment and implementation of efficient administrative policies, programs and procedures; develop strategic goals and objectives for area(s) of responsibility in conjunction with strategic direction, mission and goals of business unit or organization.

Demonstrated ability to work effectively with both internal and external groups with a cultural, racial and ethnically diverse background; strong commitment to world-class customer service.

Recognize emerging trends in area(s) of expertise and prepare for changes that may occur as a result of these trends. Ability to multi-task and/or lead projects to ensure they are completed within timeframe and budget.

Manages the preparation and maintenance of reports necessary to carry out the functions of the department. Prepares periodic reports for management, as necessary or requested, to track strategic goal accomplishment. Strong knowledge and experience in providing effective customer service.

PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities. While performing the duties of this job, the employee is occasionally required to push, lift, squat or stoop, bend and twist the body while performing essential duties. The employee must have the ability to occasionally lift and/or move up to 75 pounds.

MINIMUM KNOWLEDGE AND EXPERIENCE

Associates degree plus three (3) years of related experience. Official transcripts are required. Must possess a current driver's license. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for planning, coordinating and supervising the activities of shipping, receiving, inventory control and district mail services in the receiving department. Organize and manage general work area to ensure proper safety rules and regulations are followed. Maintains records, conducts physical inventories and disposes of surplus property for the DSC and audits inventory results.

Manage incoming and outgoing shipping activities to ensure accuracy, completeness, and condition of the shipments. Identifies problems with purchase orders, inventory and resolves issues as required. Determines shipping priorities, work assignments and shipping methods required to meet receiving schedules.

Serve as liaison with other campus locations and the DSC departments regarding shipping, receiving and inventory to create a smooth workflow. Completes data entry, files document and maintains accurate reports. Determines where to ship large quantities of items to save time and space.

Perform quality control inspections of incoming and outgoing products to ensure goods are complete. Oversee the preventive maintenance and upkeep of state inspections for facilities management vehicles, including the department forklift. Ensure an efficient system of property management and inventory control and recommends improvements as needed.

Must complete required DCCCD Professional Development training hours per academic year. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.