Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three.

LOGISTICS AND WAREHOUSE MANAGER

MINIMUM QUALIFICATIONS: Either:

- 1. Possession of an Associate's Degree, or higher, in Supply Chain Management, Business Administration, Logistics, Accounting, Computer Science, or a closely related field AND six (6) years of full-time paid work experience, or its part-time equivalent, in the field of warehouse operations, one (1) year of which must have been in supervision; OR
- 2. Graduation from high school or possession of a high school equivalency diploma AND eight (8) years of full-time paid work experience, or its part-time equivalent, in the field of warehouse operations, one (1) year of which must have been in supervision; OR
- 3. An equivalent combination of training and experience as defined by the limits of (1) & (2) above.

<u>SPECIAL REQUIREMENT FOR APPOINTMENT</u>: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

<u>SPECIAL NOTE: EDUCATION</u>: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

<u>DISTINGUISHING FEATURES OF THE CLASS</u>: The work involves responsibility for the supervision and management all warehouse operations and the Wayne-Finger Lakes BOCES (BOCES) Regional Courier Service. Developing and managing all warehouse functions, the incumbent manages warehouse operations and staff operations as well as couriers and vehicles assigned to the courier service. The work is performed under the general supervision of the Director of Educational Technology (EduTech) with wide latitude for independent judgment for planning, scheduling and laying out the work. The incumbent exercises direct supervision over support staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Manages the procurement, receivables, asset inventory, logistics, electronic recycling functions of the warehouse operations to ensure a smooth and orderly work flow;

Manages the courier services and district wide local mail delivery system;

Supervises staff across all functional areas of the warehouse operations and courier services;

Monitor workplace safety and performance and lead employee training initiatives;

Enforce latest federal and state safety regulations;

Maintains records and databases for all good and services received including asset tagging for hardware, software and licenses;

Develops standard operating policies, guidelines, and procedures for warehouse and courier services;

Creates and updates written processes and procedures and disseminates to staff and component school districts;

Oversees daily logistics and planning for inventory delivery for BOCES departments and programs;

Conducts surplus bids and auctions of used BOCES materials;

Determines staffing needs including training plans;

Contracts for maintenance of the courier fleet of vans and cars either through the BOCES Career and Technical Education (CTE) automotive technology department or outside garages and dealers;

LOGISTICS AND WAREHOUSE MANAGER

TYPICAL WORK ACTIVITIES: (Illustrative only) (Continued)

Creates and administers courier schedules for delivery of reports to component school districts and BOCES:

Performs other duties as deemed necessary.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of warehouse operations, procedures and equipment;

Thorough knowledge of school district and BOCES reporting requirements and needs;

Good knowledge of principles and practices of supervision;

Good knowledge of procurement laws and policies in New York State:

Working knowledge of maintenance and repair of vehicles;

Ability to plan, supervise and schedule the work of others;

Ability to communicate both orally and in writing;

Ability to form and maintain effective working relationships with others;

Physical condition commensurate with the demands of the position.

APPROVED: APRIL 15, 2025

CIVIL SERVICE CLASSIFICATION: COMPETITIVE JURISDICTIONS: WAYNE-FINGER LAKES BOCES

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES