

# Logistics Specialist II

## Position Details

Class Code: 7188

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 52 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, performs complex Enterprise Resource Planning (ERP) and mail management system related tasks to support the operational efficiency of the warehousing along with purchasing functions, mail services tasks, and graphic arts operations of the Clark County School District (CCSD), as assigned.

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## Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains and revises applicable ERP/mail management system master data, as necessary.
2. Conducts testing in limited areas (material master data, stock transfer orders, etc.) to ensure proper module operation.
3. Conducts material requirements planning and manifesting/routing in ERP; conducts postage, billing, and budget tracking in mail management system.
4. Analyzes report data to define and resolve areas of concern.
5. Understands and applies International Organization for Standardization (ISO) operational procedures relative to the ERP and mail management programs.
6. Trains internal staff on inventory/warehouse management facets of the ERP and mail metering areas of mail management applications.
7. Provides support by answering questions and resolving ERP distribution application issues.

8. Supports fiscal year financial close-out.
  9. Troubleshoots ERP/mail management application issues by using logical problem determination procedures to isolate faults in the ERP/mail management software.
  10. Maintains records and prepares reports to document work tasks and customer billing, as necessary.
  11. Troubleshoots issues with radio frequency functionalities.
  12. Oversees the technical aspects of annual inventory process; reviews and adjusts stock levels, as necessary.
  13. Ensures accurate and prompt action involving the issue, receipt, along with documentation of supplies, materials, and mail.
  14. Compiles statistical data and reports, as requested.
  15. Assists with receipt, storage, issuance, loading, and unloading of materials and/or mail, when necessary.
  16. Operates a forklift, hand truck, pallet jack, and electric cart to load/unload delivery vehicles, store stock, and maintain storage/mail processing areas.
  17. Operates vehicles to make deliveries and pick up materials/mail.
  18. Assists in directing distribution operations including but not limited to, route scheduling and assigning deliveries, transfers, and pick-ups to drivers.
  19. Assists in directing warehouse and mail services operations including but not limited to, receiving, storage, and surplus functions.
  20. Conforms to safety standards, as prescribed.
  21. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Position involves managing all aspects of the ERP inventory and warehouse management platform and/or mail management system, general warehousing, mail services duties, and supervisory duties, as needed.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of automated operating and billing systems, including SAP or other similar ERP inventory/warehouse modules and Pitney Bowes or other similar mail management/metering systems.

2. Knowledge of ERP stock management, bin management, material requirements planning, manifesting/routing and goods receipts, mail management systems, customer/location management, postage reporting/billing, and budget tracking.
  3. Knowledge of general warehousing procedures and common business practices (goods receipt, storage, inventory management/distribution, etc.).
  4. Knowledge of general mail services center operations (distribution, mail processing, and U.S. Postal Service requirements, etc.).
  5. Knowledge of inventory/bookkeeping practices and procedures.
  6. Ability to operate basic office equipment (computers, printers, copy machines, telephone systems, fax machines, etc.).
  7. Ability to perform complex computer operations (data entry, word processing, records retrieval, etc.).
  8. Ability to learn, access, operate, and maintain software applications.
  9. Ability to read, update, and maintain records and files.
  10. Ability to learn and apply established procedures.
  11. Ability to develop procedures for specific work tasks.
  12. Ability to work rapidly with numbers, codes, and symbols.
  13. Ability to read and understand instructions, documents, and reports.
  14. Ability to train employees.
  15. Ability to coordinate, plan, prioritize, and organize work activities.
  16. Ability to perform strenuous physical work.
  17. Ability to operate material handling equipment (forklift, hand truck, pallet jack, electric cart, etc.).
  18. Ability to work cooperatively with co-workers, supervisors, other CCSD personnel, students, and the public.
  19. Ability to lift at least 70 pounds.
  20. Ability to recognize and report hazards and apply safe work methods.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Three (3) years of large scale warehousing, distribution, or purchasing experience in an automated supply chain operation, to include a minimum of two (2) years of experience (CCSD, out-of-district, or both) working with the technical

aspects of SAP and ERP systems, including configuration and troubleshooting;  
or,

Three (3) years of experience in a large, internal mail services center, to include a minimum of two (2) years of experience (CCSD, out-of-district, or both) working with technical aspects of a mail management system including but not limited to, customer/location management, postage reporting/billing, and budget tracking;  
or,

Associate's degree in related area (i.e., Accounting, Business Management, or Finance); plus, one (1) year of experience in a large-scale automated warehouse/distribution facility or mail services center operation.

3. Minimum of one (1) year experience working with Microsoft Office Suite and Microsoft Excel.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

## **Preferred Qualifications**

1. Knowledge of government procurement laws and practices.
2. Public purchasing experience in an ERP environment.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
5. Forklift qualification card, if applicable.

6. Specific documented evidence of training and experience to satisfy position requirements.
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## **Examples of Assigned Work Areas**

CCSD sites – travel to and from Purchasing and Warehousing Department, Mail Services and Graphic Arts Center.

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## **Work Environment**

### **Strength**

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors in temperatures ranging from mild to moderate. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### **Hazards**

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, forklifts, manlifts, hand trucks, pallet jacks, electric carts, computers, printers, fax machines, calculators, telephones, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### Job Revision Information

- Revised: 10/20/23
- Created: 06/22/12