

Logistics Specialist III

Position Details

Class Code: 7189

Job Family: Service/Operations Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises assigned section/shift of logistics activities, Enterprise Resource Planning (ERP) and mail management system related tasks to support the operational efficiency of the warehousing and purchasing functions, mail services tasks, and graphic arts operations.

Essential Duties and Responsibilities

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

1. Plans and supervises the work of sections/shifts of employees.
2. Instructs and supervises training of employees.
3. Supervises inventory, material security, and housekeeping activities of assigned sections.
4. Accountable for the production of supervised employees and the accomplishment of assigned goals/standards of production.
5. Coordinates the movement, documentation, and processing of materials, mail, science kits, or other items as appropriate within the section.
6. Ensures accurate and prompt action involving the issuance, receiving, and documentation of supplies, materials, and mail.
7. Manages automated systems including but not limited to, ERP and mail management systems to ensure prompt receipt, issuance, and delivery of materials/mail, accurate inventory records, and timely customer billing.

8. Compiles and analyzes statistical data and reports, as requested.
 9. Oversees customer billing process and tracks budget expenditures, as applicable.
 10. Assists with the disposition of excess, non-repairable/obsolete, and surplus equipment.
 11. Assists with the daily work of the section including but not limited to, receipt, storage, mail metering, and delivery of materials/mail.
 12. Operates a forklift, hand truck, pallet jack, and electric cart to load/unload delivery vehicles, store stock, and maintain storage area.
 13. Operates vehicles to make deliveries and pick-up materials/mail.
 14. Conforms to safety standards, as required.
 15. Performs other tasks related to the position, as required.
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Distinguishing Characteristics

Position involves supervising the activities and employees of a logistics (warehouse, purchasing, graphic arts, or mail services) section.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of general warehousing procedures and common business practices (goods receipt/storage, inventory management/distribution, etc.).
2. Knowledge of general mail services center operations (distribution, mail processing, U.S. Postal Service requirements, etc.).
3. Knowledge of all applicable Clark County School District (CCSD) regulations/policies as well as external (U.S. Postal Service, etc.) requirements/regulations.
4. Knowledge of inventory and bookkeeping practices/procedures.
5. Ability to operate basic office equipment (computers, printers, copy machines, telephone systems, fax machines, etc.).
6. Ability to perform complex computer operations (data entry, word processing, records retrieval, etc.).
7. Ability to learn, access, operate, and maintain software applications.
8. Ability to read, update, and maintain records and files.
9. Ability to learn and apply established procedures.
10. Ability to develop procedures for specific work tasks.
11. Ability to work rapidly with numbers, codes, and symbols.

12. Ability to read and understand instructions, documents, and reports.
 13. Ability to train employees.
 14. Ability to coordinate, plan, prioritize, and organize work activities.
 15. Ability to perform strenuous physical work.
 16. Ability to operate material handling equipment (forklift, hand truck, pallet jack, electric cart, etc.).
 17. Ability to work cooperatively with co-workers, supervisors, other CCSD personnel, students, and the public.
 18. Ability to lift at least 70 pounds.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. 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. Five (5) years of large-scale warehousing and distribution experience in an automated supply chain operation, including a minimum of two (2) years' experience (CCSD, out-of-district, or both) working with Systems Application and Products in Data Processing (SAP) or ERP systems including but not limited to, receiving, storage, issuing, and distribution; or, Five (5) years of internal mail services center operations experience in a large organization, including a minimum of two (2) years' experience (CCSD, out-of-district, or both) working with technical aspects of mail management systems 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, three (3) years' 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 transcripts or other equivalent (GED, college, technical, or trade school transcript, 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 of 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.

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).

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.

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