

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0358471

DATE POSTED: 01/27/14

POSITION NO: 940379

CLOSING DATE: 02/07/14

POSITION TITLE: WAREHOUSE SUPERVISOR

DEPARTMENT NAME / WORKSITE: FOOD DISTRIBUTION PROGRAM / TEEC NOS POS, ARIZONA

WORK DAYS: MON-FRI REGULAR FULL TIME: GRADE/STEP: Y61A

WORK HOURS: 8am - 5pm PART TIME: NO. OF HRS./WK.: _____ \$ 30,264.00 PER ANNUM

SEASONAL: Duration: _____ \$ 14.55 PER HOUR

TEMPORARY: _____

DUTIES AND RESPONSIBILITIES:

Oversees the daily warehouse operations; supervises; assigns and reviews work upon completion; conducts performance appraisal; develops and implements warehouse distribution plans, policies and procedures; ensures compliance with applicable policies, procedures, rules and regulations; oversees food inventories, the distribution and load list report submitted by warehousemen; supervises record keeping activities for proper accountability and control of materials and supplies; assures that proper amounts of stock is available at all times; coordinates receipt and delivery of materials and supplies; maintains an automated inventory system.

Monitors and oversees the certification process including interviews, verification of documents and maintenance of client files; reviews case records; conducts client certification and re-certification reviews; interprets program policies and procedures; submits food orders; conducts on-site visits; compiles and prepares reports; ensures that staff maintain correct certification; provides technical assistance and training to staff; ensures the maintenance and safety of warehouse and equipment; ensures that nutrition education in food preparation and food storage are conducted for recipients; attends meeting and training.

QUALIFICATION REQUIREMENTS:

Education, Experience and Training:

High school diploma or GED; and three (3) years of warehousing, shipping and receiving inventory at the supervisory level; or an equivalent combination of education, training and experience which provides the capabilities to perform the described duties.

Incumbents of this class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment

(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation Food Distribution Program practices and procedures; warehouse methods; food handling regulations; Occupational Safety and Health Agency Regulations; inventory control; fleet management and maintenance; certification of recipients for Food Distribution Programs; supervisory methods and techniques; skills in supervising staff; skill in overseeing and monitoring the safe distribution of food products; utilizing effective verbal and written communication in providing information and training; skill in customer service; skill in researching, analyzing and interpreting rules and regulations; skill in establishing and maintaining effective working relationship

Special Requirements:

Ability to lift, carry and distribute food products weighing up to 50 pounds; operation of forklift in a warehouse environment; ability to maintain and update automated inventory system (AIS), **preferred**.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.