

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH0358581 DATE POSTED: 04/08/14
POSITION NO: 940379 CLOSING DATE: 04/21/14
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:

Overseeing the daily warehouse operation; supervises; assigns and reviews work upon completion; conducts performance appraisals; develops and implements warehouse distribution plans, policies, procedures; oversees food inventories; reviews reports submitted by warehousemen and operators; supervises record keeping activities; assures that proper amounts of stock is available; maintains an automated inventory system and maintains electronic tracking and filing system.

Monitors and oversees the certification process including interviews; certification of documents maintenance of client files; review case records; conduct client certification and re-certification review; interprets program policies and procedures; submit food orders; conducts on-site visits; compiles and prepares report; maintains current certification and licensure as required; provides technical assistance and training to staff; ensures the maintenance and safety of warehouse and equipment; ensure that nutrition education in food preparation and food storage are conducted for recipients; submits to regulatory agencies; attends meeting and training.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- * A High School diploma or GED and three (3) years of responsible warehousing, shipping and receiving inventory experience at the supervisory level.

Preferred Qualifications:

- * An Associate's degree in Business.
- * Proficient in Microsoft Office software or other computer applications.
- * Forklift operation experience.

Special Requirements:

- * A favorable background investigation.
- * Possess a valid state driver's license.

(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 Food Distribution Program; warehouse methods; food handling regulations; occupational safety and health agency regulation; administration and supervision; inventory control; fleet management and maintenance; certification of recipients; supervisory methods; skill in supervising staff; overseeing and monitoring the safe distribution of food products; and monitoring warehouse safety.

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