Bemidji State University invites applications for the position of:

**Warehouse Stores Operation Coordinator**

**AFSCME POSTING**

*** POSTING EXTENDED ***

**CLASSIFICATION:** Central Services Administrative Specialist Sr. (00139170)

**OPENING DATE:** December 2, 2019

**CLOSING DATE:** Friday, **January 3, 2020**, at 11:59 p.m.

**WORK DAYS & HOURS:** Unlimited Full-time; Monday – Friday 7:00 a.m. - 3:30 p.m.

**POSITION PURPOSE**
The primary purpose and function of this position is to provide central stores services for Bemidji State University and Northwest Technical College, and to support all logistics operations for the campuses. In this capacity, the incumbent sources and distributes goods needed by physical plant staff for the operation and maintenance of campuses, maintains consumable inventory, maintains accurate records, and enters appropriate chargebacks. This position is responsible for providing central receiving and campus delivery services and assisting in the procurement and provision of goods for the operation and maintenance of the campuses. The incumbent must have possession of a valid Class D (basic) driver’s license and pass a driving background check as well as have the ability to pass forklift and powered pallet jack training and trainer certification and keep certification current.

**PRINCIPLE RESPONSIBILITIES:**

1. Purchase, record, and maintain inventory of consumable supplies, as well as special order goods, for Bemidji State University and Northwest Technical College, keeping appropriate records. Purchase under existing contract or regularly obtain competitive pricing for all supplies ordered, keeping records of quotes and web pricing and complying with purchasing policies as defined by the State of Minnesota and MinnState. Place orders for stock items when inventory reaches pre-determined re-order point and place special orders for non-stock items upon receipt of authorized written or verbal requests, using available contracts or employing competitive pricing methods. Use MinnState Marketplace to enter requisitions, or use purchasing card if necessary, and MinnState Consumable Inventory System and SchoolDude to enter stock into inventory and to charge out stock to appropriate departments (new stock recorded, marked, and added to inventory within three working days). Perform inventory of stock on hand and adjust accordingly. **Percent of Time: 55%**

2. Fill supply orders and special orders and distribute to requesters, charging orders to appropriate cost centers. Use MinnState Consumable Inventory System and SchoolDude to enter stock into inventory and charge out stock. Handle customer and vendor inquiries and complaints. Maintain all pertinent records for documentation, providing customers and vendors with accurate, reliable, and timely information upon request. **Percent of Time: 30%**

3. Prioritize work to ensure warehouse operations function smoothly and efficiently. Hire, train and assign work to student workers, guiding them and monitoring results. Update department website content when necessary.
Maintain and clean receiving and delivery equipment and facilities, including snow/ice removal for warehouse approach. Obtain forklift and powered pallet-jack training and keep certification current. **Percent of Time:** 15%

**MINIMUM QUALIFICATIONS:** (To facilitate proper crediting, please ensure that your application / resume clearly demonstrate fulfillment of the following minimum qualifications.)

- Ability to communicate with customers, employees, and other individuals to answer questions, explain information, take orders, and address complaints. (This requires common courtesy, tact, interest in positive problem solving, empathy, and the ability to organize ideas logically.)
- Ability to compare prices, specification, and delivery dates to determine the best bid among potential suppliers.
- Math skills sufficient to add, subtract, multiply, and divide whole numbers, fraction and decimals, calculate percentages; and use simple formulas.
- Ability to use a computer and word processing, spreadsheet, email, website, and other software applications to support business operations.
- Skill in using computerized inventory systems to maintain accurate inventory of supplies.

**PREFERRED QUALIFICATIONS:**

- Experience in any of the following areas or in any combination:
  - Warehouse experience (purchasing, receiving, consumable inventory, stocking, filling orders, etc.)
  - Procurement experience (researching products and pricing; seeking quotes, issuing RFQ’s and RFB’s)
  - Delivery experience
  - Printing services, including working knowledge of best printing practices and procedures (including equipment, software, and paper products.
  - Mail handling, including comprehensive knowledge of postal and shipping practices, procedures and regulations; electronic mailing systems; and addressing and barcoding software.
  - Fixed Asset Inventory operations
- Working knowledge of mechanical, electrical, plumbing, carpentry, and maintenance supply and parts ordering.
- Ability to prioritize responsibilities, adhere to established schedules, work under pressure, and meet daily deadlines.
- Knowledge of and experience with diverse populations

**OTHER REQUIREMENTS:**

- The incumbent must have possession of a valid Class D (basic) driver’s license and pass a driving background check prior to starting employment.
- Ability to pass forklift and powered pallet jack training and keep certification current during employment.

**ENVIRONMENTAL CONDITIONS:**

**More than 20% of the time:** Receiving freight, storing inventory, filling orders and performing other warehouse operations, making deliveries, or while performing mail services or producing print jobs or other related duties.

**Less than 20% of the time:** May have exposure to weather, moving mechanical parts, and noise. Performs heavy lifting on occasion, as needed.

**PHYSICAL FACTORS:**

**Constant:** Carrying or lifting up to 50 pounds, fine manipulating, firm grasp, lifting above waist to chest, lifting below waist, pulling, pushing, reaching, repetitive arm motion, simple grasp, sitting, standing, twisting/pivoting, walking, color vision, depth perception, far vision, field of vision, midrange vision, near vision, hearing, sense of touch, talking.
Occasional: Crouching, kneeling, lifting above shoulder, squatting, and stooping.

APPLICATION INFORMATION:

Internal Bid Process - Open for Bids from eligible BSU AFSCME members from 12/2-12/9/2019. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m. on Monday, December 9, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/

Public Application Process - Apply for Vacancy Posting 37347, on the Minnesota Management and Budget website: http://mn.gov/mmb/careers/

If you are unable to apply online, please contact the job information line at 651.259.3637
For additional information about the application process, go to http://www.mn.gov/careers

Note: Internal bid applications will be considered prior to filling the position via the public application process and, therefore, may be closed due to contractual obligations.

If you have general questions about this posting or submitting an internal bid or application, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu

If you have questions about the position, contact Chris Haley at Christopher.Haley@BemidjiState.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safely Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

UNIVERSITY / COMMUNITY

WHY BEMIDJI:

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.
Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information, visit our websites at: http://www.bemidjistate.edu

Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at Bemidji 2.0

_Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service._