

Stock Clerk Warehouse Lead

The Howard County Public School System (HCPSS) is one of the top school systems in the state of Maryland and the nation. In alignment with our [*Strategic Call to Action*](#), our mission is to ensure academic success and social emotional well-being for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>.

DESCRIPTION

Under the direct supervision of the Materials Management and Logistics Manager, the Stock Clerk Warehouse Lead will perform manual and clerical work associated with an effective warehousing operation. The Stock Clerk Warehouse Lead will coordinate the activities for material handlers and mail room clerks in the absence of the Manager and/or Assistant Manager. Additional responsibilities include but are not limited to receive, store, and verify inventory levels of all products stored at the Logistics Center. This position will also have authorization to assign daily delivery routes, train staff on power equipment, safety training and certification programs, fulfilling Workday orders as well other various assigned tasks.

ESSENTIAL POSITION RESPONSIBILITIES

- Receive and put away inbound product for all spend categories on a daily basis
- Inspect and check for accuracy of deliveries for quantity and quality of goods received from packing slips and purchase orders
- Maintain accurate inventory records of all stored materials by departments
- Assist in preparation, planning and execution of all cycle counts, including year-end physical inventory
- Coordinate and maintains departmental materials for distribution to all HCPSS locations
- Ensure established procedures are followed regarding the processing, monitoring, and receiving warehouse materials
- Move or transport materials using hand trucks and industrial trucks
- Assign daily routes that consist of Custodial, Furniture, Health Services orders, and operations distributions
- Process fulfillment orders in the Workday System and creates packing slips for all orders
- Train staff on power equipment, including forklift, standing forklift, powered pallet jacks, and scissor lift
- Assist in loading and unloading trucks, making pick-ups & deliveries, and transporting items between schools
- Assist in the planning and coordinating of activities of material handlers and mail room clerks

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

MINIMUM QUALIFICATIONS

Applicants must meet all the following qualifications, listed below, to be considered for the vacancy.

Education:

- High school diploma or GED equivalent.

Experience:

- Five (5) years' experience in the field of warehouse management and inventory, which must include at least:
 - Three (3) years' experience as a stock clerk.

PREFERRED QUALIFICATIONS

- Forklift certification
- Inventory Module certification
- Stock Clerk experience within a school setting
- Workday and/or other HCM experience processing orders, etc.

LICENSURE

- Possession of a Maryland Class C driver's license and satisfactory driving record with 2 or less points on your record

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the American Federation of State, County, and Municipal Employees (AFSCME) employee bargaining unit. This position is Grade VI on the Audio Visual/ Grounds/ Maintenance/ Warehouse salary scale, \$19.83 to \$35.48 per hour. Supplemental pay of 14% of base hourly rate for lead person responsibilities will be added to regular compensation. This rate is variable dependent upon the number of employees supervised by the Lead person. Actual placement will be in accordance with the salary procedures of the Howard County Public School System and the AFSCME Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is non-exempt.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education which most closely match the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.

- All supplemental materials (i.e.: resume, letter of introduction, transcripts) are required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact:

Laurie Watts
Human Resources Business Partner
Recruitment Specialist
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Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.