

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i> Shipping and Receiving Specialist			<i>BOT Date:</i> 10/1/96
<i>Level:</i> K	<i>FLSA Status:</i> Non-exempt	<i>Class Code:</i> N1108	<i>Adm. Rev:</i> 2/19/09

### GENERAL DESCRIPTION

Receives, inspects, prices, packages and ships materials. Maintains a clean and orderly warehouse/bookstore.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Receives materials at warehouse/bookstore to include accepting truck deliveries, checking materials for quality and for quantity against purchase order specifications, etc.	25%
2.*	Ships materials out of warehouse/bookstore to include re-packing, pricing, preparing returns and loading trucks.	20%
3.*	Maintains accurate records of warehouse/bookstore activities.	15%
4.	Assembles, packs, and delivers or arranges for delivery of materials as requested on approved order forms. Picks up materials as requested.	20%
5.	Inventories warehouse/bookstore items; organizes and stocks shelves.	10%
6.	Performs general cleaning of warehouse/bookstore and conducts a preventive maintenance program for assigned equipment.	5%
7.	Instructs warehouse/bookstore personnel in shipping and receiving methods and procedures.	5%
8.	Performs other similar and related duties as assigned.	

\* Indicates an "essential" job function.

Position Title: Ship/Receiving Spl	Class Code: N1108	Position Level: K
<b>KEY JOB REQUIREMENTS</b>		
<i>Formal Education:</i>	H.S. Diploma or GED required. Forklift certification and valid driver's license required.	
<i>Work Experience:</i>	1 to 2 years.	
<i>Planning Scope:</i>	Current Week: Plan events that are expected to occur within a few working days.	
<i>Planning Level:</i>	The primary scope of planning activities in this position affects the unit or small group.	
<i>Impact on Budgets:</i>	Incidental: Provide incidental services indirectly related to the use or misuse of the expenses or revenues.	
<i>Impact on Grant Funds:</i>	No impact on grant funds.	
<i>Impact on Revenue Generating:</i>	No impact on revenues.	
<i>Impact of Decisions:</i>	Decisions and impact are limited to decisions and planning within a small work group or affects only my department.	
<i>Complexity:</i>	Basic: Work consists of moderately complex procedures and tasks where basic analytic ability is required. Answers are usually found by selecting from specific choices defined in work policies or procedures.	
<i>Decision Making:</i>	Routine: Work may occasionally involve non-standard assignments. There is limited opportunity for independent judgment.	
<i>Problem Solving:</i>	Problems generally involve the selection of standard procedures. Answers are usually found by selecting from specific choices defined in standard work policies or procedures.	
<i>Internal Contacts:</i>	Regular contact within the department and periodic contacts with other departments, supplying or seeking information on specialized matters.	
<i>External Contacts:</i>	Regular contact with outside agencies and the general public, supplying or seeking information on non-specialized matters.	
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority which is limited to the direction of student or temporary workers.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is limited to highly standardized, routine administrative duties.	
<i>Job-Related Knowledge:</i>	Intermediate Skills: Has Knowledge of office or operational procedures. Performs basic typing/work-processing, bookkeeping, checking of records and posting of information to a database/spreadsheet, following written or verbal instructions.	
<i>Innovation/Creativity:</i>	Occasional involvement in projects that result in new ideas or methods. Improved methods generally affect my immediate department.	
<i>Working Conditions/Physical Effort:</i>	Work requires extreme physical exertion and/or physical strain to the point of physical fatigue. Work environment involves exposure to job hazards where there is a high possibility of injury.	