

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STORES OPERATIONS SUPERVISOR - 1533

DEFINITION:

Under direction, to administer and supervise the City's Central Storeroom Operations; and to perform related work.

*** EXAMPLES OF DUTIES:**

- Plans, directs, monitors, and coordinates the City's storerooms and the inventory control program;
- Supervises, through subordinate supervisor, trains, and rates the work performance of subordinates;
- Performs the administrative and operational functions for Central Stores;
- Participates in developing detailed specifications for new and existing contract agreements;
- Administers the annual budget, determining what City property to be declared surplus and arranging for its disposition by auction, bidding, or as scrap;
- Establishes economic order quantities and minimum reorder points for stock items;
- Maintains records and prepares special and periodic reports;
- Acts for a supervisor in the individual's absence;
- Maintains contact with other City departments, suppliers, and other persons.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as a Storekeeper III with the City of San Diego; **OR** three years of full-time experience performing storeroom/warehouse operations including the storage, maintenance, and ordering of materials, supplies, and equipment. Qualifying experience must include one year of full-time experience supervising personnel engaged in receiving, storing, and issuing materials, supplies, and equipment. Possession of a valid California Class C Driver's License.

- * EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.**