

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**STOREKEEPER II - 1903**

**DEFINITION:**

Under direction, to supervise the activities of a large storeroom or several smaller storage facilities; and to perform related work.

**CLASS CHARACTERISTICS:**

This class is distinguished from the next higher class, Storekeeper III, in that the latter is responsible for supervising the activities of a large central storeroom and several City storage facilities.

**\* EXAMPLES OF DUTIES:**

- Supervises subordinates in receiving, storing, and issuing a wide variety of supplies, equipment, and/or evidence, and in maintaining manual and computer records documenting these activities;
- Supervises the receiving, storing, and shipping of surplus and salvage equipment and materials;
- Assists in preparation and execution of sales by auction, sealed bid, and counter sales;
- Provides supply and price information to using departments;
- Inspects goods and/or evidence received for proper quantity and quality;
- Directs the maintenance of adequate stock levels;
- Resolves stock discrepancies and inquires by contacted vendors and/or other City department personnel;
- Plans the layout of storage and office areas at several storage facilities;
- Supervises adherence to safety rules and regulations pertaining to storeroom procedures, equipment, and handling of hazardous materials;
- Assists in selecting and trains and evaluates the work of subordinates;
- Assists in preparing budget estimates of supplies and equipment needed;
- Contacts vendors and using departments to coordinate deliveries and correct errors;
- May operate forklifts, pallet jacks, and hand trucks;
- Prepares special and periodic reports.

**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>.

- \* 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.**

One year of full-time experience as a Storekeeper I or Police Property and Evidence Specialist with the City of San Diego; **OR** two years of full-time experience performing storeroom/warehouse operations as a primary responsibility, including the storage, maintenance, and ordering of materials, supplies, and equipment. Possession of a valid California Class C Driver's License may be required.