

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STOREKEEPER I

DEFINITION:

Under direction, to supervise the activities of a small or medium sized storeroom or related storage facility; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Storekeeper II in that incumbents of the latter class supervise the activities of a large storeroom or several smaller storage facilities.

* EXAMPLES OF DUTIES:

- Supervises and participates in the work of subordinates engaged in receiving, inspecting, and issuing materials, supplies, and equipment and maintaining manual and computer records documenting these activities;
- Generates status reports indicating items to be purchased, researches current purchase prices, and forwards Purchase Orders to Purchasing, or uses Confirming Purchase Orders to obtain three vendor quotes for critical items up to \$5000;
- Acts as liaison with vendor to resolve problems with Purchase Orders, quality of service or items received, and/or problems with vendor payments;
- Supervises the receiving, storage and shipping of surplus and salvage equipment and materials;
- Assists in the preparation and execution of sales by auction, sealed bid, and counter sales;
- Performs inventory control and assists in the development and maintenance of a computerized inventory system;
- Assists in keeping stores costs allocations and preparing budget estimates of supplies needed;
- Provides price and available supply information to using departments;
- Arranges layout of storeroom;
- Supervises adherence to safety rules and regulations pertaining to storeroom procedures, equipment, and handling of hazardous materials;
- Prepares periodic and special reports;
- Trains and rates the work performance of subordinates.

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 Announcement for updated minimum qualifications.

One year full-time experience receiving, storing and issuing supplies and equipment from a stock room which must include numerical or computerized inventory control.

- * **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.