

CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

STOREKEEPER II

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;
- 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;
- 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 Announcement for updated minimum qualifications.

One year of experience as a Storekeeper I or Police Property and Evidence Clerk with the City of San Diego; **OR** two years of experience as a Stock Clerk with the City of San Diego. 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.