

## CLASS SPECIFICATION

### SAN DIEGO CITY CIVIL SERVICE COMMISSION

#### STOREKEEPER III

#### DEFINITION:

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

#### DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Stores Operations Supervisor, the next higher class in the series, in that the latter is responsible for supervising the storekeeping functions of the City's Purchasing Department.

#### \* EXAMPLES OF DUTIES:

- Supervises subordinates in receiving, storing and issuing a wide variety of supplies and equipment in several storage facilities, and maintains manual and computer records documenting these activities;
- Directs the maintenance of adequate stock levels;
- Plans storage layouts in several areas;
- Prepares budget estimates of supplies and equipment;
- Contacts vendors and using departments to coordinate deliveries and correct errors;
- Provides price, supply and catalogue information to using departments;
- Reviews past usage of supplies and establishes usage rates and reorder points;
- Determines obsolete stocks and works with using departments to determine disposition of surplus and salvage materials;
- Reviews adherence to safety rules, regulations and requirements related to storeroom procedures and the handling of hazardous materials;
- Arranges and conducts auctions;
- Prepares reports;
- Selects, trains and evaluates 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 as a Storekeeper II with the City of San Diego; **OR** two years of full-time experience performing storeroom or warehouse operations including the storage, maintenance, and ordering of materials, supplies, and equipment. Qualifying experience must include one year experience supervising the activities of 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.