

July 1, 1999

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
STORES OPERATIONS SUPERVISOR

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 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 the Central Stores;
- 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 Announcement for updated minimum qualifications.

Three years of clerical experience, including at least one year in stock inventory control work, storekeeping, or subprofessional accounting.

- * 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.