

Class Code: 622
City of Anaheim
Class Specification

Classification: STOREKEEPER

DEFINITION:

Under minimal supervision, to operate a department warehouse of moderate size; to receive, inspect, store and issue materials and supplies for a City department; and to supervise work of a small staff.

EXAMPLES OF DUTIES - Depending upon area of assignment, responsibilities and duties may include, but are not limited to the following:

Receives, inspects and accepts a variety of materials and equipment being delivered to the City departments' processing receivers for payment.

Shelves and stores materials and equipment or distributes materials directly to users.

Obtains materials from the Service Center Warehouse or from vendors; makes determinations as to type and quantity of materials to be obtained from requests of users; inventories supplies and materials.

Issues tools, materials, parts and equipment to department personnel.

Requisitions materials by preparing requisition forms or by making buy out purchases using P.O. numbers issued by Purchasing Division.

Uses vendor catalogues to obtain proper ordering specifications and best prices. Recommends vendors to Purchasing for specialized items.

Makes work assignments, trains and reviews the work of stock and delivery workers.

May contact vendors to discuss prices, item quality, overdue requests and payment.

Orders, stores and distributes fuel.

Maintains logs and records of materials received, issued and in stock.

Orders padlocks, keys and lock system repairs; maintains key inventory.

May maintain a petty cash fund.

Operates simple office equipment, such as a typewriter, CRT and/or computer terminal, and calculator, and warehouse equipment, such as a forklift and hand truck.

May participate in the set-up and tear down of booths, tables and chairs for special events.

Files materials into established filing systems.

Develops shelving systems for material storage and retrieval.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible storekeeping, purchasing or related clerical work.

Knowledge of: Proper methods of receiving and storing varied supplies, parts, tools and equipment; English usage; basic math; basic record keeping methods; appropriate safety precautions and procedures; basic principles of supervision and training.

Ability to: Research vendor information; make sound purchasing recommendations; understand pertinent procedures and functions quickly using good judgement; effectively interpret and apply procedures to a variety of circumstances without immediate supervision; operate warehousing equipment, such as forklifts; operate a vehicle observing legal and defensive driving practices; read, understand and apply moderately difficult materials; operate a typewriter keyboard and/or computer terminal; operate a calculator; establish and maintain accurate record keeping systems; accurately store and account for supplies, parts, tools and equipment; plan, schedule, make work assignments, set priorities for and train assigned staff; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work.

NOTE: Positions in this class are differentiated from positions in the class of Stores Supervisor by the size of warehouse, the more limited scope of store items and the more limited responsibility for budget, procurement, contract administration and other management level responsibilities.

Possession of or the ability to obtain an appropriate valid California Driver's License by date of appointment.

Positions in this class require frequent lifting, pulling, pushing and carrying of items weighing up to 50 pounds and occasional lifting of heavier items.

Supervision Received: Works under technical supervision. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Positions in this class make assignments, review work and train subordinates. Participates in hiring, firing and discipline of subordinate employees.

Career Ladder Information: Experience gained in this class may serve to meet minimum requirements for promotion to Stores Supervisor.

NOTE: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Unit of Representation - AMEA Clerical
Revised 9/86 - W Jerz
Revised 5/90 - V Kilmurray
Revised 7/91 - V Kilmurray
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