

Class Code: K49
City of Anaheim
Class Specification

Classification: WARDROBE SPECIALIST

DEFINITION:

Under minimal supervision, acts as a working supervisor responsible for various duties pertaining to the uniforming of full and part time employees at Anaheim Convention Center.

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

Participates in the hiring, training, scheduling and supervising of part time Alteration Workers.

Oversees and assists with the uniform fittings of full and part time employees; engraves name badges.

Repairs and maintains existing uniforms in stock; upkeeps several dry good items used within the facility (i.e. flags, table skirts, draperies).

Participates fully in the work of subordinate employees.

Maintains stock and conducts inventory, ensuring adequate supplies are on hand.

Monitors record keeping of uniforms distributed and received daily.

Keeps equipment in proper operating condition, arranges for repairs as needed.

Recommends and monitors vendors.

Supplies budget information to the Division Manager.

Prepares purchase requisitions for uniforms, lockers and related supplies.

Assigns employees lockers and maintains locker room.

Performs other job related duties as required.

MINIMUM REQUIREMENTS:

Experience In: Hand and machine sewing, to include straight and zig zag stitch, machine and blind stitch, and overlock and single needle.

Knowledge Of: Basic supervisory principles and practices; principles of clothing and mending alterations; record keeping techniques and budget administration, training and scheduling techniques.

Ability To: Effectively coordinate work schedules, supervise and train employees; make appropriate alterations and repairs to uniforms; maintain equipment at an efficient operating level; maintain adequate stocks and supplies; keep effective records; communicate effectively both orally and in writing; make sound recommendations regarding supplies and equipment; establish and maintain effective working relationships with those contacted in the course of work.

Supervision Received: Works under technical supervision of the Event Services Coordinator who gives general guidance and direction. Work in progress and completed work is reviewed periodically.

Supervision Exercised: Positions in this class make work assignments, train and review completed work for accuracy. Provides input into the performance evaluation and hiring process.

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 - 7/91 - E.Cruz
(Former Job Class - Wardrobe Assistant)
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