

Class Code: E09
City of Anaheim
Class Specification

Classification:
SENIOR STOREKEEPER

DEFINITION:

Under supervision, to operate a large department warehousing operation and to receive, inspect, store, issue and account for supplies and equipment for a City department.

ESSENTIAL JOB FUNCTIONS: Depending upon area of assignment the essential job functions may include, but are not limited to, the following:

Receives, inspects and accepts a wide variety of materials and equipment being delivered to the department.

Inventories supplies and materials.

Shelves and stores a wide variety of materials and equipment and distributes materials to users. May include paramedic, medical and chemical supplies.

Serves as the Department's liaison to the Purchasing Division buyers.

Uses vendor catalogues to determine proper ordering specifications and best prices; contacts vendors for demonstrations and price quotes.

Reviews purchase requisitions and returns incomplete or inaccurate forms to the section Manager/Supervisor.

Provides purchasing workshops and training to department personnel on a scheduled basis.

Monitors expenditures from budgetary accounts, coding purchases to proper departmental accounts.

Obtains materials from Service Center Warehouse or from vendors; determines types and quantities of materials to be ordered.

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

Maintains and/or oversees maintenance of various janitorial equipment and assigned city vehicles.

Orders signs.

Orders and distributes bottled drinking water.

Ensures that equipment purchased and fabricated meets safety standards.

Operates office equipment, such as a typewriter, calculator, CRT and microcomputer and warehouse equipment, such as a forklift, scrubber, dumpster compactor and electric cart.

Files materials into established filing systems.

Develops shelving and loft material storage and retrieval.

Compiles information for reports, locating sources of information and developing format.

Performs other job-related duties as required.

MINIMUM REQUIREMENTS:

Experience in: Performing responsible journey-level storekeeping involving moderately difficult clerical record keeping work.

Knowledge of: Proper methods for receiving and storing varied supplies, parts, tools and equipment; English usage; business math; basic purchasing and account record keeping methods; appropriate safety precautions and procedures; principles of supervision and training. When assigned to Fire: proper receiving and storing of medical, paramedic and chemical supplies; may require knowledge of City policies and procedures; CAL OSHA safety requirements.

Skill in: Preparing specifications, evaluating terms and determining best price; determining proper stock levels; supervising the work of others; establishing and maintaining filing systems; maintaining records of budgetary expenditures; planning, scheduling, making work assignments, setting priorities for and training assigned staff; operating warehouse equipment, such as forklifts; operating a vehicle observing legal and defensive driving practices; reading, understanding and applying moderately difficult materials; operating a computer terminal; operating a calculator and/or typewriter; understanding and carrying out oral and written instructions; establishing and maintaining effective relationships with those contacted in the course of work.

NOTE: Positions in this class are differentiated from positions in the class of Storekeeper by the greater degree of responsibility for budget and procurement, size of warehouse and larger scope of assigned responsibilities.

License and/or Certification Required: Possession of or the ability to obtain a valid California Driver's License.

Physical Requirements: 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. Participate in hiring, firing and discipline of subordinate employees.

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.

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