

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

12-11-08**SENIOR STOREKEEPER, 1837**

Summary of Duties: Supervises and works with a group of employees involved in the purchasing, ordering, receiving, storing, distribution, securing and accounting for materials, supplies, parts, tools, equipment, and services; or manages a district warehouse operation, construction project store(s), or a large independent or specialized section of a distribution center or centralized warehouse; applies sound supervisory principles and techniques in building and maintaining an effective work force; and does related work.

Distinguishing Features: A Senior Storekeeper may either: 1) supervise a moderate size group of employees involved in warehousing activities in a large distribution center or centralized warehouse, a records retention center, or a salvage location; or 2) may be assigned complete charge of all warehousing functions in a smaller, but independent warehouse, serving a single department; or 3) may manage a specialized stores/warehouse operation which supports, maintains, and/or repairs automotive, construction, public safety, and industrial equipment, or 4) may manage construction or maintenance project toolrooms. A Senior Storekeeper may be assigned to supervise an important warehousing function, such as procurement, inventory control, or investment recovery, or to assist a Principal Storekeeper in supervising the work of a large distribution center or centralized warehouse operation. A Senior Storekeeper is normally responsible for coordinating stores activities with those of field personnel and for determining minimum stock levels and reordering quantities.

Examples of Duties:

- Supervises, assigns, directs, and inspects the work of a moderate-sized group of personnel located in one or more general or specialized distribution centers or centralized warehouses;
- Supervises and participates in ordering, purchasing, requisitioning, expediting, receiving, inspecting, storing, distributing and accounting for materials, supplies, tools, and equipment;
- Supervises the preparation of documents for the procurement of materials, supplies, tools and services;
- Evaluates bids and proposal responses, or contract modifications, and makes recommendations regarding award;
- Audits items to determine rate of use and turnover and determines minimum stock levels and reordering quantities;

Sr. Storekeeper, 1837

Page 2 of 5

- Manages stores/warehouse operations to determine compliance with operating procedures, recommends necessary changes, and establishes new or revised policies and procedures within established guidelines;
- Investigates and resolves requests from buyers, accounts payable offices and vendors concerning payment issues;
- Confers regularly with vendors and others, involved in the procurement process, including buyers, accounts payable personnel, and end users;
- Prepares periodic performance and activity reports, vendor performance, and other reports, as required;
- Supervises regular physical inventories, including cycle counts, of all stock items;
- Uses Internet technology, other telecommunication networks, electronic mail, and manufacturer technical catalogs and manuals to obtain current, accurate specifications of materials, supplies and tools;
- Establishes control procedures to assure the security of warehouse stock and other items located at stores/warehouse locations;
- Expedites the procurement and delivery of materials, supplies, parts, tools, equipment, and services;
- Communicates with vendors regarding product and service information, specifications, delivery, and performance expectations;
- Consults with repair shop supervisors, engineers, mechanics, technicians and other specialized staff regarding special projects or anticipated needs;
- Monitors vendor performance and completes performance reports;
- Coordinates stores/warehouse activities intra-departmentally and with other departments;
- Supervises the receiving, sorting, reclamation, re-issuing, recycling, reconditioning, investment recovery, or disposal of unneeded, surplus or obsolete items, such as supplies, parts, electronic waste, scrap commodities, hazardous materials and equipment;
- Conducts regular safety inspections and training in safe work practices, storage of hazardous materials, and applicable regulations;
- Establishes and maintains a safe and hazard free work site;
- Supervises and participates in the purchase, receipt, correct identification, storage, control and/or disposition, reclamation and recycling of hazardous and waste materials, including electronic waste;
- Reviews requests for supplies, materials and tools needed for future projects and answers inquiries regarding stock levels;
- May prepare annual budget estimates and building and outside storage facility improvement requests;
- May audit petty cash funds and purchasing (credit) card program activity;
- Supervises and may operate forklifts and other materials-handling equipment and provides training for their safe and efficient use;
- Recommends the planning or elimination of field or yard storage facilities; and
- May act for Principal Storekeeper.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A Senior Storekeeper must have the following knowledge and abilities:

Knowledge of:

- Contemporary warehousing methods, practices, terminology, standards, and techniques for a wide variety of materials, supplies, tools, and equipment, including automotive parts;
- Inventory system control and maintenance, including cyclical, perpetual, and physical;
- Characteristics and use of materials, supplies, automotive parts, tools, and equipment to determine commodity category, storage conditions, parts interchangeability, and usage levels;
- Purchasing policies and procedures, procurement documents, vendor performance evaluations, petty cash and purchasing (credit) card program limits, and the bases for evaluating bids and proposals;
- Purchasing specifications and the potential for standardization of commonly used supplies and materials;
- Electronic procurement and tracking systems, automated material management procedures, Internet technology, other telecommunication networks, and electronic and voice mail;
- Computer-based methods for inventory control, acquisition and re-ordering, including bar code scanning systems;
- Principles and techniques of office administration and supervision;
- Computer programs, such as Excel and Word;
- City budget practices and procedures;
- General accounting practices and procedures;
- Supervisory principles and practices including planning, delegating, and directing the work of subordinate personnel;
- Techniques of training, instructing, motivating, disciplining and evaluating subordinate work performance;
- Procedures for grievance handling;
- Supervisory responsibility for Equal Employment Opportunity (EEO);
- Effective safety principles and practices;
- Memoranda of Understanding as they apply to subordinate personnel;
- City personnel rules, policies, and procedures;
- Common clerical procedures, including filing, typing and record keeping;
- Regulations, such as the City Fire Code, State (Cal/OSHA), and Federal (OSHA) governing safe storage handling and disposal of materials, including hazardous or toxic substances;
- Value analysis of returned materials and supplies to determine reuse or salvage disposition; and

- Materials-handling equipment operating characteristics, capacities, limitations, and inspection and service requirements for safe and appropriate use.

Ability to:

- Determine appropriate stock levels, lead times and reorder points based on usage and expiration dates;
- Inspect materials, supplies, tools, and equipment to assure conformance with specifications;
- Read and interpret technical descriptions, diagrams, and illustrations in automotive and other equipment parts catalogues, engineering plans, telecommunications networks, equipment specifications, orders and instructions;
- Access electronic databases, the Internet, other telecommunication networks, material management information systems, and electronic and voice mail;
- Prepare written communications using standard forms or narrative reports formulating recommendations for material and activity reports, vendor performance evaluations, budget estimates, or supervisory matters;
- Communicate orally, clearly and persuasively, on a one-on-one or group basis to convey instructions, explain procedures, policies and methods, and obtain information;
- Interact tactfully, courteously, and effectively with employees, management, vendors, and the public;
- Process and maintain documentation and records reflecting stock activity and inventory control, purchasing, receiving, distributing, accounting, and safety inspections;
- Perform calculations involving addition, subtraction, multiplication, and division of decimals, fractions, and the conversion of metric and U.S. customary measurements;
- Operate various materials-handling equipment, such as hoists, forklifts, pallet jacks, trucks, and other motor vehicles;
- Use office equipment such as telephone, computer, printer, calculator, photo copier, electronic facsimile, and bar code scanners;
- Prepare specifications for the purchase of materials, supplies, parts, tools, equipment and services;
- Evaluate bids, including application of discounts, freight rates, and allowance for qualified small, local businesses, and recommend award of purchase orders and contracts;
- Analyze and resolve budgetary, personnel, safety, and materials handling issues;
- Establish and maintain a safe and harassment free work environment;
- Apply sound supervisory principles and techniques; and
- Perform minor repair and assembly work.

Requirements:

1. Two years of full-time paid experience as a Storekeeper or in a class at least at that level supervising and working with employees engaged in storekeeping.
2. Achievement of a qualifying score on the qualifying written test for Senior Storekeeper.

License: Some positions may require a valid California driver's license and good driving record prior to appointment.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements of the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.