



CLASS SPECIFICATION

12-11-08

PRINCIPAL STOREKEEPER, 1839

Summary of Duties: Manages a major supply distribution system, which may include a variety of distribution centers, warehouses, and stores serving other departments or in the Department of Water and Power; or acts as assistant to a Stores Supervisor or Supply Services Manager; applies sound managerial and supervisory principles and techniques in supervising an effective work force; and does related work

Distinguishing Features: A Principal Storekeeper either: 1) manages a series of distribution centers; or 2) manages smaller, but complete distribution centers, warehouses, or stores serving other departments; or 3) manages a small, but complete main warehouse or distribution center or complete material management function.

The work of a Principal Storekeeper is distinguished from that of a Stores Supervisor or Supply Services Manager in that the latter two classes are responsible for all activities of a major materials management group.

Examples of Duties: A Principal Storekeeper:

- Manages the purchase, movement, security and distribution of warehouse stock at economic and efficient operating levels;
- Analyzes warehousing activities and develops and implements new techniques, methods, procedures, forms, and automated systems to improve the inventory management system;
- Researches, analyzes, develops, recommends and implements material management procedures, methods, rules, and regulations;
- Supervises the inspection of storage areas and the security of materials, including supplies, parts and tools, and hazardous waste;
- Evaluates warehouse activities by inspection, examination of policies and procedures, review of records, and safety and security checks;
- Confers regularly with staff involved in the procurement process, including buyers, accounting personnel, contract compliance officers, environmental officers, and end-users;
- Confers with engineers, fleet maintenance personnel, technicians, repair shop supervisors and other specialized staff regarding work programs, special projects or anticipated material and supply needs and prepares reports on requirements;
- Reviews, analyzes, and controls the expenditure of funds budgeted for warehouse activity;

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- Prepares specifications for the purchase of materials, supplies, parts, and tools for warehouse stock or for non-stock items;
- Analyzes the distribution of warehouse stock and determines standardization possibilities;
- Prepares periodic and special financial, administrative and personnel reports and written correspondence;
- Investigates and resolves complaints regarding warehouse activities;
- Supervises the inventory of warehouse stock and other supplies, materials and tools;
- Monitors and may administer contract activity, including maintenance, performance, funding activity, and expiration dates, and may assist staff in the formulation of new contracts, including recommending award;
- Prepares annual budget, requests for building and outside storage facility improvements, and special construction project requirements;
- Evaluates the potential of bidders or proposers to comply with bid or proposal requirements, recommends award, monitors contracts or agreements, and completes vendor performance reports;
- Assists in the planning and development of new outside facility storage facilities and warehouses and recommends improvements in existing facilities and equipment;
- Manages maintenance and construction yards, including procurement of supplies and materials to support field crews; and
- May act for supervisor.

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

Qualifications: Incumbents must have the following knowledge and abilities:

Knowledge of:

- Warehouse management systems, practices, terminology, standards, and techniques for a wide variety of materials, supplies, tools, and equipment;
- Purchasing policies and procedures, procurement documents, vendor performance evaluations, petty cash and purchasing card program limits, and the bases for evaluating bids and proposals;
- Characteristics and uses of materials, supplies, automotive parts, tools, and equipment to determine commodity category, storage conditions, parts interchangeability, and usage levels;
- Inventory system control and maintenance, including cyclical, perpetual, and physical;
- Inventory management, including advanced planning, scheduling, and cost effective purchasing;
- Purchasing specifications and the potential for standardization of commonly used supplies and materials;

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- Principles and techniques of office management;
- City budgeting, accounting and auditing practices and procedures;
- Supervisory principles and practices including planning, delegating, evaluating, and directing the work of subordinate personnel;
- Techniques for counseling, disciplining, training and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for Equal Employment Opportunity (EEO);
- Computer-based methods for procurement and inventory control;
- General computer programs, such as Excel and Word;
- Electronic procurement and tracking systems, automated material management procedures, Internet technology, other telecommunication networks, and electronic and voice mail;
- Formal contract terminology, Request for Bid or Proposal procedures, and selection criteria;
- 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;
- Knowledge of the operation and safe handling of various materials-handling equipment, such as hoists, forklifts, pallet jacks, trucks, and other motor vehicles;
- Value analysis of returned materials and supplies to determine reuse or salvage disposition;
- Materials-handling equipment operating characteristics, capacities, limitations, and inspection and service requirements to ensure safe and appropriate use;
- Effective safety principles and practices;
- Memoranda of Understanding as they apply to subordinate personnel; and
- City personnel rules, policies, and procedures.

Ability to:

- Analyze and resolve budgetary, personnel, contractual, safety, security and materials handling issues;
- Prepare specifications for the purchase of materials, supplies, parts, tools, equipment, and services;
- Process and maintain documentation and records reflecting stock activity and inventory control, purchasing, receiving, distribution, accounting, and safety inspections;
- Access electronic databases, the Internet, other telecommunication networks, material management information systems, and electronic and voice mail;
- Evaluate bids, including application of discounts, freight rates, and allowance for qualified small, local businesses, and recommend award of purchase orders and contracts;
- Interact tactfully, courteously, and effectively with employees, management, vendors, and the public;

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- Establish and maintain a safe and harassment free work environment;
- 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, telecommunications networks, engineering plans, equipment specifications, orders and instructions;
- 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;
- Use office equipment such as computer, printer, photo copier, scanner and electronic facsimile; and
- Apply sound supervisory principles and techniques.

Requirements:

Two years of full-time paid experience as a Senior Storekeeper or in a class, which is at least at that level in the management of inventory control, procurement, and other warehouse functions.

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

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.