

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

12-11-08**STOREKEEPER, 1835**

Summary of Duties: Supervises and works with a small group of employees involved in the purchasing, ordering, receiving, storing, issuing, distributing, securing and accounting for materials, supplies, parts, tools, equipment, and services; applies sound supervisory principles and techniques in building and maintaining an effective workforce; and does related work.

Distinguishing Features: A Storekeeper either: 1) supervises Warehouse and Toolroom Workers and other employees in a small warehouse/store, a section of a distribution center or centralized warehouse, a records retention center, or salvage location; or 2) assists a Sr. Storekeeper in the management of a distribution center or centralized warehouse; or 3) supervises a highly specialized stores/warehouse operation which supports, maintains and/or repairs automotive, construction, public safety, and industrial equipment. Incumbents perform work that requires the exercise of independent judgment based upon knowledge of procurement and warehousing operations. A Storekeeper is responsible for maintaining proper stock levels and reordering quantities.

Examples of Duties:

- Supervises the work of a small group of Warehouse and Toolroom Workers and other stores/warehouse personnel;
- Supervises and participates in the purchase, analysis of bid, requisition, receipt, inspection, loading and unloading, storage, distribution, and security of materials and supplies, including auto parts, tools, and equipment;
- Prepares purchase requisitions, sub-purchase orders, petty cash vouchers, and purchasing/credit card documents, and purchases materials, supplies, tools and services by telephone or electronic facsimile when the total value of each purchase does not exceed an established amount;
- Evaluates bids, including application of discounts and freight rates, and recommends award of purchase orders;
- Prepares written requests for materials, supplies and tools needed to maintain stock or written specifications for materials and supplies that become standardized or stock items;
- Reviews requests for purchase for accurate specifications and determines whether requested items may be obtained by inter-store transfer, annual contracts, petty cash, purchasing (credit) card, or if they need to be publicly bid;
- Monitors accounts to assure that budgetary limits are not exceeded;

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- Interacts regularly with accounts payable personnel, buyers, end users, vendors, and others involved in the procurement process;
- Reviews computer-generated reports to determine stock to be ordered and recommends changes to minimum stock levels;
- Prepares periodic performance and activity reports, vendor performance, and other reports, as required, and maintains a variety of records, files and logs;
- Uses the Internet, 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;
- Conducts physical inventories, including cycle counts, and reconciles discrepancies;
- Prepares sub-purchase orders, petty cash vouchers or purchasing card documents;
- May be responsible for the purchase, receipt, correct identification, storage, control and/or disposition, reclamation and recycling of hazardous and waste materials, including electronic waste;
- Expedites the procurement and delivery of materials, supplies, parts, tools, equipment, and services;
- Consults with staff, such as engineers, mechanics, and other specialists, to plan the procurement of materials, supplies, parts, tools, and equipment needed for special projects or anticipated needs;
- Conducts training in safe work practices, storage of hazardous materials, and applicable regulations;
- Confers directly with vendors to resolve discrepancies between contract or quoted prices and invoice prices;
- Inspects items received for damage, defects and conformance to original order, and determines the acceptability if not according to specifications, or if damaged or defective;
- Approves the substitution of materials, supplies, parts, and tools within established guidelines;
- Maintains accurate records and cross-files of parts needed to repair equipment, including automotive;
- Communicates with vendors and delivery services to trace orders;
- Arranges changes in delivery dates and inspections, or for adjustments of incorrect or damaged deliveries, or for the return of item(s) to vendor;
- Negotiates with vendors the cancellation of orders or the return of materials for credit, or arranges for the disposition of materials that cannot be returned;
- Recommends the disposal of obsolete or slow moving materials, supplies, parts, or tools;
- Receives surplus or obsolete items, such as supplies, parts, electronic waste, scrap commodities, and equipment to be salvaged, prepares documentation, and arranges transfer of items to salvage location or place of sale;
- May assist in the investment recovery, reclamation, reconditioning or recycling of materials and equipment;

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- May assist in planning the storage arrangement of supplies and equipment in yards and warehouses;
- May be in charge of a large toolroom or a group of small toolrooms;
- Establishes toolroom issuance control procedures;
- Operates forklifts and other materials-handling equipment and provides training for their safe and efficient use;
- May drive a City vehicle to obtain and deliver supplies, materials, tools and equipment;
- Establishes and maintains a safe and hazard free work site;
- May supervise records storage activities; and
- May act for the Senior Storekeeper.

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

Qualifications: Storekeepers must have the following knowledge and abilities:

Knowledge of:

- Contemporary warehouse management methods, practices, terminology, standards, and techniques for a wide variety of materials, supplies, tools, and equipment, including automotive parts;
- Purchasing policies and procedures, procurement documents, vendor performance documents, petty cash and purchasing (credit) card program limits, and the bases for evaluating bids;
- Purchasing specifications and the potential for standardization of supplies and materials;
- Computer-based methods for inventory control, acquisition and re-ordering;
- Computer programs, such as Excel and Word;
- Electronic procurement and tracking systems, bar code scanning systems, automated material management procedures, Internet technology, other telecommunication networks, and electronic and voice mail;
- Correct identification, storage, control, and disposition of hazardous and waste materials;
- Computer-generated inventory system control and maintenance, including cyclical, perpetual, and physical;
- 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 or waste materials;
- Characteristics and use of materials, supplies, automotive parts, tools, and equipment to determine commodity category, storage conditions, parts interchangeability, and usage levels;
- Value analysis of returned materials and supplies to determine reuse or salvage disposition;

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- Materials-handling equipment operating characteristics, capacities, limitations, and inspection and service requirements to ensure safe and appropriate use;
- Principles and techniques of office administration and supervision;
- City budget practices and procedures;
- General accounting practices and procedures;
- Supervisory principles and practices including: planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing, and evaluating subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- 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;

Ability to:

- Determine appropriate stock levels and reorder points based on usage, seasonal demand, 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, equipment specifications, orders and instructions;
- Access electronic databases, the Internet, other telecommunication networks, material management information systems, and electronic and voice mail;
- Prepare specifications for the purchase of materials, supplies, parts, tools, equipment and services;
- Evaluate bids and recommend award of purchase orders;
- Prepare written communications using standard forms or narrative reports, including material and activity reports, vendor performance, 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, effectively and courteously with employees, management, vendors, and the public;
- Process and maintain documentation and records reflecting stock activity and inventory control, purchasing, receiving, distribution, accounting, and safety inspections;

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- Perform calculations involving addition, subtraction, multiplication, and division of decimals, fractions, and the conversion of metric and U.S. customary measurements;
- Operate various material 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;
- Analyze and resolve budgetary, personnel, safety, and materials handling problems;
- 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 Warehouse and Toolroom Worker with the City of Los Angeles; or
2. Two years of full-time experience which is at least at the level of Warehouse and Toolroom Worker and which includes all of the following activities: ordering, purchasing, receiving, inspecting, storing, issuing and accounting for the following categories: materials, supplies, tools, equipment, and services.

License: A valid California driver's license and a good driving record may be required for some positions in these classes. A Class-A Tractor's License issued by the Department of Building and Safety may be required for some positions in the class.

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, responsibilities and qualifications of any position shall be.