

**PRINCIPAL STOREKEEPER
FINAL TASK LIST- 2016
(Code No. 1839)**

1. Plans and organizes stores' activities by establishing goals, determining strategies, obtaining resources, and scheduling the work to ensure efficient operation of the store.
2. Coordinates material management systems with accounting and other systems to ensure consistent and unified results.
3. Confers with management, engineering, and technical employees regarding policies, work programs, specifications, substitution of materials, inventory control, and budget requests.
4. Studies the standardization of materials by analyzing usage patterns and recommending items with uniform or equal qualities.
5. Recommends the award or cancellation of materials and equipment contracts by analyzing bid amounts and documents, and investigating the ability of bidders to fulfill contract terms.
6. Investigates and resolves complaints regarding store activities, and personnel problems.
7. Writes and revises specifications for the purchase of materials for warehouse stock, and directs the purchase of materials and supplies.
8. Directs inventory counts to reconcile stores' accounts with the physical amount in storage.
9. Inspects stores' facilities and stock to ascertain compliance with accepted storekeeping practices including safety standards.
10. Maintains stores' stock at economical and efficient levels by analyzing available data to determine appropriate reorder points.
11. Determines the addition or deletion of items in stores inventory by analyzing needs and usage patterns.
12. Salvages or disposes of materials, supplies, tools, and equipment considering costs of reconditioning, existing storage facilities, and market conditions.
13. Approves the acceptance or rejection of incoming materials in accordance with specifications.
14. Assists in the planning and lay out of storage yards and warehouses, and recommends improvements in buildings and equipment.
15. Writes annual estimates for large volume materials purchased on price and time contracts.

16. Writes a variety of fiscal, administrative, and personnel reports including financial statements, monthly activity and materials usage reports, inventory and annual reports, probationary and annual employee evaluation reports.
17. Meets with vendors and manufacturers' representatives regarding uses of materials in order to resolve problems in procuring supplies, specification compliance or other contract provision.
18. Implements a safety program to comply with CAL OSHA, Safety Data Sheets (SDS) and other safety regulations by directing a safety committee, personal inspections, and conducting safety training.
19. Accesses and inputs information into the City Supply Management System (SMS) to obtain information on materials, vendors, and inventory and to direct and control a material management system.
20. Controls work progress by reviewing reports, personal inspections, conducting staff meetings, comparing results to plans and correcting significant deviations.
21. Assumes the duties of a Stores Supervisor or Supply Services Manager in their absence in order to ensure continued operation of the store.
22. Interviews and recommends candidates for employment, and reviews and approves recommendations made by subordinates.
23. Assists in implementing the Department's Equal Employment Opportunity Program to promote a safe and diverse work environment.
24. Supervises through subordinate supervisors, employees engaged in ordering, receiving, inspecting, safeguarding, storing, issuing, and accounting for materials, supplies, automotive parts, tools, and equipment.
25. Directs a main store or branch stores, and/or acts as the assistant to a Stores Supervisor or a Supply Services Manager.
26. Observes employee performance, reviews work of employees, and monitors job progress in order to ensure safe and timely completion of work and that its quantity and quality are consistent with standards; makes adjustments as needed to work in progress.
27. Discusses completed work with employees, including quantity and quality, timeliness, and problems encountered; and provides verbal and/or written praise and/or constructive criticism in order to provide recognition of good/poor performance and to coach them for effective performance of future assignments.
28. Documents incidents of noteworthy good or poor job performance; evaluates employees in areas relevant to the job; documents employee evaluations; and discusses evaluations with the employee in order to provide positive and negative feedback and identify developmental needs.

29. Conveys information to employees orally or in writing, including information from management such as policy changes or department objectives, interpretations of City policies or MOU's, updated safety information, and training and promotional opportunities; listens to employee suggestions and concerns and follows-up as appropriate; discusses and coordinates activities of unit with other supervisors and/or other staff; and documents and informs management of completed work activities, deviations from planned work, concerns, ideas, and suggestions in order to ensure everyone is provided relevant information.
30. Counsels employees regarding problems such as rule infractions or inappropriate conduct and recommends discipline of employees, if necessary, by following departmental progressive disciplinary procedures.
31. Estimates/determines supplies, equipment, and staffing needs to complete assigned work; procures it within the organization or via contract; considers future equipment and staffing needs in order to assist in budget preparation.
32. Facilitates employees' work by ensuring necessary resources (e.g., tools, equipment, manuals, work area) are available, recommending use of efficient and effective procedures, and answering questions.
33. Trains employees by explaining and demonstrating work procedures and then observing employee performance to ensure employees are properly trained and to determine additional training needs.
34. Schedules employees' time at work, approves/disapproves employees' requests for time off, and verifies that timesheets properly account for employees' work time in order to assure necessary levels of staffing, timely completion of work, and appropriate documentation.