

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

11/1/04

STORES SUPERINTENDENT, 1850

Summary of Duties: Plans, organizes, coordinates, and directs employees engaged in performing functions of a comprehensive stores/materials management organization; applies supervisory principals and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; or assists in these activities; and performs related work.

Distinguishing Features: A Stores Superintendent assists in, or is completely responsible for, directing and coordinating the acquisition, storage, control, and distribution of a wide variety of materials, supplies, tools, and equipment as economically as possible. A Stores Superintendent is responsible for insuring that materials are available when and where they are required, and for keeping stores investments at a minimum, consistent with applicable policies and requirements. A Stores Superintendent directs and coordinates varied storekeeping and related accounting, data processing, tabulating, clerical, and other functions, which may be carried on in widely separated locations. Although matters of broad policy are determined by management, a Stores Superintendent is supervised largely by means of an executive review of activities and financial reports.

Incumbents in the class of Stores Superintendent, as bona fide supervisors, are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time off requests.

Example of Duties: Plans, or assists in planning, directing and coordinating, through subordinate supervisors, the materials management activities of all main and branch stores of the Department of Water and Power Stores Section or the centralized and regional warehouse of the Department of General Services; directs the maintenance of stores stocks at economical and efficient operating levels; coordinates the work of the section with that of other sections, divisions, or City departments; furnishes estimates of the costs of materials, supplies, tools, and equipment for various projects, including extensive construction operations;

Supervises, through subordinates, a group of employees engaged in such functions a stenographic and receptionist work, material inspection, delivery expediting, budget and statistical work, classifying and coding of material, material procurement, invoice certification, and inventory accounting; participates in the development of procedures for and directs a program of accident prevention; interprets and enforces safety and working rules; directs the preparation of, and approves, vacation schedules and time reports; communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orientating, assigning, training, counseling, evaluating, and disciplining subordinate; assists employees in preparing for promotion as described in the City's Affirmative Action Program;

Participates in, and conducts, conferences relating to policies, procedures, stores operations, warehousing, and distribution; develops, recommends, standardizes, and installs procedures, methods, and rules; compiles and revises procedural manuals; confers with representatives of other divisions or departments regarding stores services and standardization of materials, stock requirements for contemplated projects, the stocking or new types of materials, and annual budget requirements; prepares activity reports;

Interviews vendor representatives regarding material procurement; investigates the ability of bidders to fulfill contracts; reviews vendors bids and recommends awards of material and equipment contracts; arranges for tests of materials and recommends their acceptance or rejection;

Represents department at conferences with representatives of outside firms relative to material requirements and storekeeping procedures; attends and conducts conferences regarding the improvement of methods, specifications, and the standardization of materials, supplies, and equipment; may make recommendations on the need for new warehouse buildings, yards, and materials handling equipment;

May direct the activities of a salvage unit engaged in reconditioning, salvaging, and disposing of unwanted, obsolete, and junk materials, supplies, and equipment; may supply information to, and act as advisor to, the salvage sales committee in connection with the establishment of fair prices and the disposal of salvage material, supplies, and machinery; may serve as chairperson for an obsolete materials committee; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Storekeeping and current inventory methods suitable for a large organization;
- Supervisory principles and practices including, planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing, and evaluation of subordinate worker performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Purchasing practices and of the basis for evaluating bids on a wide variety of materials and equipment;
- Purchasing specifications and of the possibilities for the standardization of materials and equipment;
- Purchasing of materials and equipment;
- General marketing conditions;
- Material used in City departments;
- Accounting, procurement, and budgetary procedures;

- Computer applications as they pertain to materials management;
- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies and procedures;

Ability to:

- Plan, organize, assign, direct, coordinate, and review the work of a large number of employees engaged in storekeeping, salvaging, and related clerical and accounting functions;
- Effectively handle the budgetary and personnel problems of a large stores organization;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Apply supervisory principles and techniques;
- Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program;
- Deal tactfully and effectively with subordinates, other employees, and representatives of outside firms;
- Estimate the sales value of salvage materials equipment;
- Prepare activity and financial reports;
- Initiate and carry out changes in the department's stores program.

Requirements: Two years of experience as a Stores Supervisor for the City of Los Angeles, or three years of experience as a Principal Storekeeper, or in a class which is at least at that level, supervising a number of stores units, or in charge of an independent stores organization serving several departments is required for Stores Superintendent.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

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 for 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 required qualifications of any position shall be.