

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

11/01/04

STORES SUPERVISOR, 1866

Summary of Duties: Directs the overall stores or warehouse management activities of the Department of General Services or a major division of the Police Department; develops, maintains and reviews standards and procedures for interdepartmental stores systems or the receipt, custody and disposition of evidential property; and does related work.

Distinguishing Features: A Stores Supervisor is responsible for developing, coordinating, and affecting a standardized interdepartmental stores system or an efficient stores or warehousing operation in a moderately large departmental supply or property division. An employee in this class works without technical supervision, receiving assignments in terms of broad objectives and exercising independent judgment in implementing programs to meet these objectives. A Stores Supervisor differs from a Stores Superintendent in that the latter is responsible for the direction of the activities of a very large stores organization or a major group of these activities in the Department of General Services. A Stores Supervisor is distinguished from the class of Principal Storekeeper by the fact that a Stores Supervisor is responsible for the efficient administration of moderately large storekeeping or warehousing operations or interdepartmental store functions while a Principal Storekeeper is either responsible for directing the operation of several important units of a large stores or warehousing group or a small but complete main store.

Example of Duties: Plans, directs and coordinates the activities of a stores system or moderately large stores or property division; directs and reviews a continuous inventory and inspection program; develops, maintains and reviews standards, procedures and the organization of work involved in the ordering and/or inspecting, receiving, storing, releasing and accounting for materials, supplies or booked property to assure the most efficient operation; engages in conferences with division, bureau or department heads or their representatives on matters related to the coordination of stores or warehouse activities and administration; reviews, analyzes and determines facility, personnel and/or stock requirements for the operation of an interdepartmental stores system or moderately large stores or property division; provides information and makes recommendations on department budget formulation, review, expenditure and control which affect stores and warehousing operations or directs subordinates who perform these duties; assigns, reviews and coordinates the work of subordinates and resolves problems they are unable to handle; directs the training of personnel in proper work procedures and other knowledge's and skills necessary to perform the work effectively; prepares reports to department management on stores or warehousing activities;

Plans, develops, and effects a standardized interdepartmental stores system; administers the coordination of inventories among interdepartmental stores; integrates and adapts EDP methods and procedures to stores and warehousing activities for more rapid and efficient operation; standardizes stocked items; establishes and directs the use of commodity codes for

inventories; develops procedures for stock interchange or property transfer between stores or property rooms;

Analyzes legal requirements affecting the custody and disposition of evidential property and initiates necessary changes in affected policies and procedures; plans, directs and reviews inventory security programs; develops programs for disposal of unclaimed property; supervises auctions of unclaimed property; supervises the destruction of contraband items.

Employees in this class may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Stores and warehouse management;
- Efficient storekeeping and cycle inventory methods;
- Principles and practices or administration used in directing overall stores or evidential property safekeeping activities;
- Inventory security systems and procedures;
- Principles and techniques of supervision;
- Methods and systems of developing commodity codes;
- Materials Management Program, and equipment commonly used in the City and the possibility for the standardization of materials;
- Procedures used in handling evidential property;
- Legal requirements affecting the handling, storage, and disposal of property;
- EDP systems pertaining to inventory control;
- Purchasing practices and specification writing;
- Civil Service Commission Rules;
- Memoranda of Understanding as they apply to subordinate personnel;
- Laws and regulations related to equal employment opportunity and affirmative action;
- Develop and implement efficient procedures for a stores or warehouse management system;

Ability to:

- Apply the principles and practices of administration in directing overall stores or booked property safe keeping activities;
- Plan, organize, direct, coordinate and review the work of a large number of employees;
- Deal tactfully and effectively with subordinates, management, City officials, and the general public;
- Supervise the maintenance of records;
- Prepare written reports and give oral presentations;
- Coordinate activities with other divisions, departments and agencies.

Requirements: Two years of full-time paid experience as a Principal Storekeeper of in a class

at least at that level which provides experience in administering, analyzing, evaluating or devising and installing large scale stores and warehousing systems or two years of full-time paid experience as a Principal Station Officer which provides experience in the handling, storage, and disposal of evidential property is required.

License: A valid California driver's license is required prior to appointment.

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.