



STOREKEEPER

DEFINITION

To receive, store and issue materials and equipment; to maintain stock inventory records; and to assist in routine purchasing.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Purchasing Manager. Position may have functional supervisory responsibilities for part-time staff.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Maintain storeroom inventory levels, including the purchase of special order supplies.

Receive, stock, issue and deliver stock inventory and special order supplies.

Inspect shipments of equipment and supplies received for conformity to purchase order specifications.

Note shortages, damages or other discrepancies, and report them.

May submit purchase orders to business office when shipment is complete.

Assist in consolidating routine department purchase orders, running totals and coding charges on a monthly basis.

Coordinate annual physical inventory.

Assemble ordered materials including desks, chairs and shelves.

Assist in providing training to other departmental personnel on purchasing procedures.

Assist in establishing various purchasing procedures.

Act as Purchasing Manager in his/her absence.

Train and provide direction to part-time staff.

Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Typical storekeeping functions within a purchasing department.

Skill to:

Maintain accurate and current records of stock transactions.

Determine maximums and minimums for ordering.

Fill orders accurately from requisitions.

Operate a forklift, truck and a variety of office equipment including a computer terminal as appropriate.

Follow oral and written instructions.

Establish and maintain effective work relationships with those contacted in the performance of required duties, including a high level of interpersonal skills.

Ability to:

Learn the principles and practices of purchasing.

Learn federal, state and local laws and regulations related to various aspects of purchasing.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

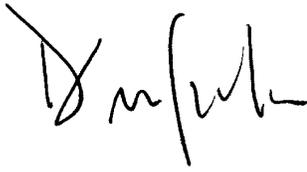
Equivalent to a high school diploma.

Experience

One year of stock or storekeeping experience, including experience in the maintenance of records.

License or Certificate

Possession of a valid California Driver's License.

A handwritten signature in black ink, appearing to read "D. M. White", written over a horizontal line.

Human Resources

Council Action: 11/4/97