

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: STOREKEEPER

DEPARTMENT: PURCHASING

BASIC FUNCTION:

Under general direction, coordinates and supports operations of stores facility; including ordering and receiving stores, maintaining inventory and surplus disposal.

KEY RESPONSIBILITIES:

Generate and maintain operational inventory and distribution.

Conduct inventory and audit procedures to measure utilization, inventory costs and loss of materials at central warehouse and or alternate sites.

Ensure proper ordering procedures and authorizations are issued prior to issuing of stores.

Track or access purchase orders as needed.

Coordinate central receiving, including delivery and pickup services for stores and warehouse items and city mail distribution.

Perform manual and clerical warehouse duties such as unpacking material, arranging material and assigning stock numbers.

Process stores orders using computer inventory program.

Maintain central stores transaction records, such as requisitions, invoices and charge-backs.

Take physical inventory, reconcile to database, and order items from suppliers to maintain appropriate par stock levels.

Obtain price quotes from vendors on stock items and maintenance/operation supplies.

Tag, store and prepare electronic log of surplus property for sale.

Coordinate with buyers to research and recommend vendors to customers.

Maintain tables in inventory database and perform annual upgrades to inventory software.

Ensure clean, orderly condition of warehouse.

As required, drive van or truck for deliveries.

Perform other related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of:

- Storekeeping practices and procedures including shipping, receiving, storing and issuing supplies and materials.
- Maintaining large inventories in electronic and manual formats.
- Nomenclature and specifications of a variety of supplies, materials and equipment.
- Computerized inventory ordering and tracking systems.
- Automated inventory control procedures.

Skill and Ability to:

- Prepare, review, correct and process purchase requisitions, purchase orders and invoices.
- Utilize a computer for inventory control and Word Processing.
- Maintain accurate accounting and inventory control records.
- Provide work direction to other stores support personnel.
- Perform the physical requirements involved in storing, moving and delivery of materials.
- Ability to conduct inventory and or audit for central warehouse and off-site locations.
- Follow oral and written instructions.
- Safely drive a delivery vehicle.
- Work with customers and vendors in a professional manner.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge, skill and ability is qualifying. A typical way to obtain knowledge, skill and ability would be:

One to two years experience in buying, receiving, shipping, issuing, delivering, and accounting for various commodities in a storeroom or warehouse, including use of computerized inventory/stock control system or procedures.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office and mail equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office and mail equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; and interact with staff and others encountered in the course of work.

While performing the duties of this position, incumbents are regularly required to lift, move, load and unload mail bins, packages and objects that may weigh up to 50 pounds; drive a van or other city vehicle to deliver or pick up mail and transport mail to buildings and off-site locations on a daily basis.

Daily mail delivery requires exposure to all conditions of weather and various office and warehouse environments.

SPECIAL REQUIREMENTS:

Possession of a valid California Driver's License.

DATE APPROVED: Nov. 7, 2000