

## CITY OF CARSON

**Title:** SENIOR STOREKEEPER

**Job Summary:**

Under general direction, performs and leads work receiving, controlling and issuing supplies and equipment.

**Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Requisitions, receives, controls, and issues supplies and equipment ordered on purchase orders.
2. Requisitions office supplies, parts and services.
3. Determines availability of material and follows up on deliveries.
4. Develops and maintains stores and capital assets inventory systems.
5. Prepares reports on inventories conducted.
6. Maintains records on stock including specifications, ordering and receipt dates, quantity and vendors used.
7. Standardizes stock items and establishes economic order quantity levels for stock items.
8. Inspects supplies and verifies count upon delivery.
9. Reviews monthly expenditures.
10. Compiles prices for bid items.
11. Advises personnel concerning availability of supplies and equipment.
12. Supervises the work of other personnel.
13. Performs related duties as required.

**Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

**Education and Experience:**

Graduation from high school or trade school or equivalent. Approximately three (3) years of full-time paid experience in inventory control, record keeping, issuing and receiving supplies and equipment.

**Knowledge of:**

- . Principles and practices of storekeeping, inventory control and record keeping systems.
- . Office supplies, materials, tools and equipment employed in municipal operations.
- . Safety and safe work practices, including handling and storage of hazardous materials.
- . Principles of leadership and supervision.

**Skill and Ability to:**

- . Maintain accurate and current records of stock levels and transactions.
- . Compile and use a variety of reference information including catalogues and indexes.
- . Perform arithmetic computations with speed and accuracy.
- . Write warehouse procedures.
- . Understand and carry out oral and written directions.
- . Meet approved minimal physical and medical standards.
- . Establish and maintain effective working relationships with others.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- . Require vision (which may be corrected) to read small print.
- . Require the mobility to stand, stoop, reach and bend.
- . Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- . Require the ability to stand for long periods.
- . Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.
- . Is subject to inside and outside environmental conditions.