

CITY OF REDWOOD CITY CENTRAL STORES SPECIALIST

DEFINITION

To receive, store, and issue materials, supplies and equipment; coordinate purchasing activities at the warehouse through Buyers; maintain stock inventory records; and to supervise computer entries relating to automated inventory record changes; and to do related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director of General Services or General Services Superintendent.

Exercises functional supervision over a Delivery Driver/Stock Clerk.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Issue and keep records of the stock items.

Collect purchase invoices and prepare monthly and other reports of stock received.

Maintain ledgers of all open order accounts and place orders against them as required.

Supervise and make entries in computerized stock records system as shipments are received; inspect materials received for quality; verify entries in computer files for correctness as parts, supplies, and materials are issued.

File copies of requisitions and delivery sheets; help in unloading shipments and proper shelf placement of goods received.

Provide information concerning stock.

Take periodic and special inventories.

Confer with Buyers on matters relating to purchasing, receiving, storing, and issuing of stock items.

Ensure that adequate stocks of all items are maintained.

Contact vendors on overdue orders, goods shipped in error and related problems.

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Responsible for the overall operation of the City warehouse functions.

Oversee and direct the activities of the Delivery Driver/Stock Clerk.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Inventory control systems.

Computerized inventory record systems.

Storekeeping principals and practices.

A variety of supplies, materials, and equipment used by cities.

Purchasing procedures and practices in municipal government.

Techniques of supervision and supervisory communication.

Standards and procedures in warehouse operations.

Ability to:

Determine conformance of goods to specifications.

Make accurate mathematical computations.

Follow written and oral instructions.

Establish and maintain effective working relations with others.

Prepare analytical reports.

Oversee and direct the work of others.

Establish and maintain warehouse standards and procedures.

Establish and maintain records and files, including a computerized inventory control system.

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Experience and Education:

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

Experience:

Three years of responsible experience in storekeeping or warehouse operations, including some experience with computerized inventory control systems.

Education:

Equivalent to the completion of the twelfth grade.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California Driver's License.

Effective Date: February, 1985

Bargaining Group: Service Employees' International Union - Local 715

