



KEVIN WATTIER, General Manager

TRANSFER/PROMOTIONAL OPPORTUNITY
STOREKEEPER I
(Salary: \$2,629 to \$3,595 per month)

The Long Beach Water Department has an immediate opening for a Storekeeper I. This position will report to the Warehouse and Procurement Officer and will assist in the operational and purchasing activities of a utility warehouse.

Examples of Duties

- Participates in and/or supervises the ordering, stocking, issuing, and recording of materials, supplies and equipment;
- Determines procedures and oversees physical maintenance of storage areas;
- Assumes responsibility for orderliness, cleanliness and conformance with storage and accounting procedures;
- Determines proper accountability of items received and issued;
- Checks quantity and quality of goods received for conformity to purchase orders and specifications;
- Prepares inventories and other detailed reports;
- May make purchases directly from vendors, jobbers or manufacturers
- Performs other related duties as required.

Selection Procedures

This position is open to all current City employees with status in the class of Storekeeper and candidates on the Storekeeper Civil Service list. Interested candidates may submit a letter of interest and resume no later than **November 23, 2009**, to:

Ken Bott, Administrative Officer
Long Beach Water Department
1800 East Wardlow Road
Long Beach, CA 90807
ATTN: Storekeeper

Resumes will be reviewed and the most qualified candidates will be invited to participate in further selection procedures. Interviews will be scheduled shortly after the close of the filing period.

Equal Opportunity Employer

The Long Beach Water Department intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If you require an accommodation because of a physical or mental disability in order to participate in the application process, please advise when submitting your resume packet. This information is available in an alternate format by request to (562) 570-2364.