CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION

TITLE: **STOREKEEPER I - III**

DEFINITION: Under supervision, assumes responsibility for the operation of a storeroom or warehouse.

DISTINGUISHING CHARACTERISTICS:

Grade Level I - Performs responsible duties of the class. May act in a lead or supervisory capacity.
Grade Level II - Performs the more difficult duties of the class. May act in a supervisory capacity.
Grade Level III - Central Stores - A singular position which supervises the operation of the Central Stores warehouse and performs the most difficult duties of the class.

EXAMPLES OF DUTIES:

- Participates in and/or supervises the ordering, stocking, issuing, and recording of materials, supplies and equipment;
- May supervise personnel engaged in operations, inventories and related clerical duties;
- 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.

MINIMUM REQUIREMENTS:

Promotional. Open to present City employees who have completed their probationary period and who have a minimum of two years full-time experience in receiving, inspecting, storing, issuing, and accounting for a wide variety of supplies and equipment.

A valid California motor vehicle operator license.

For promotion to Level II positions - stock involved must consist of more than 2500 line items having a total value in excess of $250,000; rate of turnover must be at least twice per year; incumbent must be recommended by immediate supervisor. (Promotion contingent upon budgetary constraints, foregoing requirements notwithstanding.)

STOREKEEPER I-III (continued)

HISTORY:

Revision from Classification Specification dated 04/02/81.

Approval/Adoption Dates: 08/07/81 - Human Resources Department