CITY OF LONG BEACH
CLASSIFICATION SPECIFICATION

TITLE: SUPERVISOR STORES AND PROPERTY

DEFINITION: Under direction, supervises storekeeping operations and inventory control of materials, supplies and property.

EXAMPLES OF DUTIES:

- Supervises the inventory, sale and/or disposal of surplus stock and properties;
- Maintains and controls stock records (physical and monetary inventory);
- May operate a CRT terminal to access the computerized purchasing system;
- Prepares and/or certifies department requisitions, sub-purchase orders, confirmation orders, and requests for payment;
- May select, train, assign, supervise, and evaluate subordinate personnel;
- May voucher accounts payable invoices, including encumbrance adjustments and year-end closing;
- May assemble, tabulate and verify all invoices prior to journalizing;
- May monitor term-order and annual contracts;
- May supervise yard, salvage and power tool repair operations;
- May serve as departmental liaison with the Purchasing Division;
- May coordinate service calls and maintenance records of office equipment;
- Performs other related duties as required.

MINIMUM REQUIREMENTS:

Three years of recent experience in supervising an extensive property/supply operation, including responsibility for determining stock levels and inventory control procedures.

A valid California motor vehicle operator license.

HISTORY:

Revision of Classification Specification dated 02/20/68.

Approval/Adoption Dates: 04/29/83