

## COUNCIL COMMUNICATION

TO THE CITY COUNCIL

FROM THE CITY MANAGER'S OFFICE

DATE

January 21, 1987

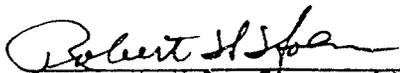
NC

SUBJECT **Approval of the Class Specifications and Salary Range for Storekeeper**

RECOMMENDED ACTION: Adopt Resolution No. 87-15 -

1. City Council? establish the position of Storekeeper, occupation code #340, in the General Services group of employees.
2. Approve the class specifications attached hereto as Exhibit A.
3. Approve the monthly salary steps as: A - \$1,445.48,  
B - \$1,517.76, C - \$1,593.65, D - \$1,673.33, E - \$1,757.00.

BACKGROUND INFORMATION: With the City Council approval of the centralized purchasing and warehousing concept and the subsequent funding in the 1986-87 adopted budget, we have prepared for Council approval the class specifications for the above subject position. The recommended salary steps, indicated above, are within the guidelines established when the centralized purchasing concept was first presented to Council at the May 13, 1986, shirtsleeve session.



Robert H. Holm, Finance Director

RHH/ss

Attachments

CCR87/15/TXTF.06S

RESOLUTION NO. 87-15

RESOLUTION APPROVING CLASS SPECIFICATIONS  
AND SETTING SALARY RANGE FOR STOREKEEPER

RESOLVED that the City Council of the City of Lodi *does* hereby approve class specifications for Storekeeper as shown on Exhibit A attached hereto and thereby made a part hereof.

BE IT FURTHER RESOLVED that the City Council of the City of Lodi does hereby establish the position of Storekeeper in the General Services group of employees and hereby establishes the monthly salary range as follows:

A - \$1,445.48, B - \$1,517.76, C - \$1,593.65,  
D - \$1,673.33, E - \$1,757.00

Dated: January 21, 1987

I hereby certify that Resolution No. 87-15 was passed and adopted by the City Council of the City of Lodi in a regular meeting held January 21, 1987, by the following vote:

Ayes: Council Members - Olson, Hinchman, Snider,  
Pinkerton, Reid (Mayor)

Noes: Council Members - None

Absent: Council Members - None

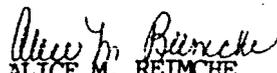
  
ALICE M. REIMCHE  
city Clerk

EXHIBIT A

STOREKEEPER

DEFINITION

Receives, stores and issues supplies, equipment and tools. Maintains adequate stock levels and inventory records. Assists in the operation of a large diversified central warehouse system which includes inventories of electric, water and sewer utilities and central stores for all City Departments.

DISTINGUISHING CHARACTERISTICS

This class differs from other clerical classes in that it involves responsibility for physical handling, counting of materials, supplies, equipment and tools as well as clerical work involved in maintaining control records.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Senior Storekeeper or Purchasing Officer.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Receives, checks, stores and issues supplies, equipment and tools.

Checks shipping invoices against purchase orders for quantity, quality, price and extension.

Inspects deliveries for damaged **goods** or discrepancies *in* amount, size, type and terms of order.

Receives authorized requests for supplies and equipment; **issues** amount and kind authorized.

Maintains inventory control records.

**Assists** in periodic inventories.

Cleans and maintains assigned work area.

Operates light equipment to pick up and deliver stock, mail and other items.

Performs related duties as assigned.

CITY OF LODI  
Exhibit A  
Storekeeper (Continued)

QUALIFICATIONS

Knowledge of:

Storekeeping and inventory methods and procedures.

Nomenclature, grade and classification of a variety of supplies, materials and tools.

Operation and maintenance of stockroom equipment.

Ability to:

Maintain records and perform arithmetical calculations.

Apply department policies and procedures.

Perform heavy physical work in lifting and moving stock.

Operate forklift and light equipment.

Sort and store objects of medium weight and varying sizes and description.

Compare names and numbers accurately.

Establish and maintain effective working relationships.

Experience and Education

**Any** combination **of** experience and education that would likely produce the qualifying knowledge and ability. **A** typical combination is:

Experience:

One year **of** experience **in** storekeeping and inventory work.

Education:

The completion **of** high **school** or its equivalent.