

RESOLUTION NO. 90-59

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING THE AMENDED CLASS SPECIFICATIONS
FOR SENIOR STOREKEEPER/BUYER

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

Dated: April 18, 1990

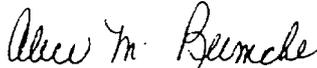
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I hereby certify that Resolution No. 90-59 was passed and adopted by the City Council of the City of Lodi in a regular meeting held April 18, 1990 by the following vote:

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

Noes: Council Members - None

Absent: Council Members - Olson


Alice M. Reimche
City Clerk

SENIOR STOREKEEPER/BUYER

DEFINITION:

Under general supervision, coordinates and supervises operation of a central warehouse, which includes inventories of electric, water and sewer utilities and central stores for City departments; performs routine buying for selected divisions; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The class of Senior Storekeeper/Buyer is distinguished from that of Buyer in that the primary duties of this position are to supervise the day-to-day storekeeping activities; the Buyer is responsible for a wide range of purchasing functions, and acts as Purchasing Officer in his/her absence.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from the Purchasing Officer; confers with Purchasing Officer on pre-established buying activities. Exercises direct supervision over subordinate position(s) in the warehouse.

EXAMPLES OF DUTIES:

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

- Supervises and coordinates the receiving, storing and issuing activities of the central stores facility.
- Maintains stock within pre-established stock levels; recommends changes in order schedules and order quantities; initiates replacement requests when supplies reach order point.
- Reviews bids and selects low bidder in accordance with prescribed procedure.
- Performs routine buying of supplies and equipment for electric utility and other utilities.
- Makes daily entries of goods received, records issuance of outgoing stock and provides accounting division with summaries of materials issued.
- Fills orders and reviews requisitions submitted to stores by user departments.
- Schedules, performs and supervises the delivery and pickup of materials, supplies and equipment at storage locations and job sites; operates forklift and crane during the course of work.
- Performs and supervises the daily, monthly and annual physical inventories; assists in investigating and reconciling discrepancies.
- Confers with supervisors concerning requests received for items not stocked; may recommend substitutes and takes appropriate action to supply requirements; designs and installs stock control and inventory records.
- Responsible for carrying out an established safety program.
- Assigns work to subordinate employees at stores; assists Buyer when needed.

EXHIBIT A

MINIMUM QUALIFICATIONS

Knowledge of:

Storekeeping methods and procedures.
Clerical process involved in the receipt, storage and issuance of a variety of goods.
Inventory controls and minimum record systems.
Common hand tools and equipment.
Sale of scrap material and surplus property.
Issuing procedures for power tools, traffic counters, water pumps and other equipment.

Ability to:

Organize and maintain a storeroom activity.
Estimate future supply requirements.
Cooperate with others in predicting needs.
Plan, layout and supervise the work of employees performing routine storage work.
Prepare and maintain records and reports.
Operate material-handling equipment.
Perform physical work requiring strength and agility to lift and move heavy objects.
Make arithmetical calculations and extensions.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

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

Education:

Equivalent to completion of high school, supplemented by college level courses in Business Administration or related field.

Experience:

Two years of experience in procuring, receiving, storing, and issuing a variety of stores items, stock recordkeeping and inventory control.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License from the California Department of Motor Vehicles.