

RESOLUTION No. 87-99

RESOLUTION APPROVING CLASS SPECIFICATIONS AND
SETTING SALARY RANGE FOR BUYER/SENIOR STOREKEEPER

RESOLVED, that the City Council of the City of Lodi does hereby approve class specifications for Buyer/Senior Storekeeper as shown in 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 Buyer/Senior Storekeeper in the General Services group of employees and hereby establishes the monthly salary range as follows:

A - \$1,740.84; B - \$1,827.88; C - \$1,919.27;
D - \$2,015.24; E - \$2,116.00

Dated: August 5, 1987

I hereby certify that Resolution No. 87-99 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 5, 1987 by the following vote:

Ayes: Council Members - Olson, Snider and Reid

Noes: Council Members - None

Absent: Council Members - Pinkerton and Hinchman


Alice M. Reimche
City Clerk

EXHIBIT A

CITY OF LODI

BUYER/SENIOR STOREKEEPER

DEFINITION

Responsible for the procurement of a wide variety of materials, supplies and equipment. Supervises and operates a large diversified central warehouse system which includes inventories of electric, water and sewer utilities and central stores for all City departments. Serves as Purchasing Officer in his absence.

DISTINGUISHING CHARACTERISTICS

The class of Buyer/Senior Storekeeper is distinguished from that of Storekeeper in that this position is a supervisory position and is responsible for the overall operation of the centralized warehouse operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Purchasing Officer. Exercises general supervision over the subordinate positions in the Purchasing Division.

EXAMPLES OF DUTIES

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

Supervises subordinate Storekeeper in receiving, checking, storing and issuing various types of supplies.

Orders various types of supplies to fill anticipated needs.

Makes daily entries of goods received.

Reports issuance of outgoing items.

Fills orders and requisitions issued by user departments.

Assigns work to subordinate employees.

Designs and installs stock control and inventory records.

Determines or makes recommendations for minimum and maximum quantities to be stocked.

Determines ordering points of items to be ordered.

Buyer/Senior Storekeeper - 2

EXAMPLES OF DUTIES

Operates forklift and crane.

Responsible for carrying out a safety program.

Reviews requisitions for correct ordering information.

Obtains bids and prices by telephone and mail and advises Purchasing Officer.

Investigates sources of supply.

Compares and analyzes quotations and bids in cooperation with Purchasing Officer.

Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Storekeeping methods and procedures.

Clerical processes involved in the receipt, storage and issuance of diversified goods.

Inventory controls and minimum record systems.

Common hand tools.

Sale of scrap material and surplus property.

Checking out procedures for power tools, traffic counters, water pumps, etc.

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.

Willingness to and sufficient physical strength and agility to permit the lifting and moving of heavy objects.

Make arithmetical calculations and extensions.

Establish and maintain effective working relationships with others.

Buyer/Senior Storekeeper - 3

Experience and Education:

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

Experience:

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

Education:

The completion of the twelfth grade, supplemented by college level courses in Business Administration or related field.

Licenses or Certificates:

Possession of a valid operator's license issued by the State Department of Motor Vehicles.