City of Alameda
Code No. 7140
Approved by C.S.B.
~~January 7, 2015~~

STOREKEEPER

==========

DEFINITION

Under direction, supervises and participates in warehousing and inventory control functions including receiving, storing and issuing supplies and tools; performs other related work as required.

EXAMPLES OF DUTIES

1. Supervises and participates in warehousing and inventory control functions including receipt and storage of equipment, supplies, tools, scrap metals and returned items.
2. Ensures proper stock level maintenance, cost distribution and related records maintenance; handling and storage of hazardous materials and related documentation; servicing of and record maintenance for AMP vehicles.
3. Establishes and maintains files and record keeping systems; prepares and may present various studies and reports.
4. Operates forklift and other material handling equipment.
5. Supervises, trains and evaluates assigned staff.

EMPLOYMENT STANDARDS

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school.

Experience: Three years warehousing experience involving inventory control, purchasing and related records maintenance and use of a computerized inventory management system.

Knowledge
Knowledge of enterprise information systems; inventory management systems including bar coding, counting scales and review of computerized reports; office suite using word processing and spreadsheet applications; storeroom and stock control methods and equipment; vehicle servicing; and safe work policies and procedures.

Abilities
Ability to effectively supervise stockroom and inventory operations; oversee and perform complex and routine inventory maintenance work with speed and accuracy; operate a variety of modern inventory management equipment; identify electric utility stock parts; operate variety of modern inventory management equipment; interpret, apply and explain established inventory management policies and procedures; establish and maintain accurate records; communicate effectively; establish and maintain effective working relationships with employees and the general public; and assist in the supervision, training and evaluation of assigned staff.

Special Requirements
Willingness and/or ability to respond to after-hours emergency calls as required.

Other Requirements
Possession of a valid State of California Class C Driver's License ~~with a California Department of Motor vehicles Hazardous Materials Endorsement (or the ability to obtain the endorsement within six months)~~ and a satisfactory driving record as conditions of initial and continued employment. ~~Employees in positions requiring a Hazardous Materials Endorsement are subject to provisions of the Department of Transportation's drug and alcohol testing program.~~

CL: Human Resources Department