

CLASS SPECIFICATION
Storekeeper

GENERAL PURPOSE

Under general supervision, receives, sorts, processes, stores and distributes incoming and outgoing mail and a variety of standard materials, supplies, equipment, parts and tools used by City divisions; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Storekeeper is responsible for performing a variety of duties involved in the receipt and distribution of City mail, supplies and materials used on a City-wide basis. An incumbent is expected to carry out assigned responsibilities with a minimum level of supervision, while providing division customers with timely, accurate and courteous service.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives, stores and disburses shipments of standard materials, supplies, parts and tools used on a City-wide basis; inspects goods received for quality, quantity and correctness; verifies and checks items received against purchase orders, invoices and freight bills; receives, stores and disposes of City surplus property.
2. Receives and sorts incoming U.S. mail and packages received from common carriers; notifies departments that orders have arrived; delivers and picks up mail and parcels to/from City offices; receives and stamps outgoing mail; processes outgoing orders via UPS, FedEx and other common carriers; answers questions regarding postal rates and regulations.
3. Maintains the storeroom in a clean and orderly condition; disposes of trash, boxes and pallets; ensures the security of storage areas.
4. Performs expediting tasks, including providing paper and copier supplies to City offices and end-of-day mail delivery.
5. Maintains a variety of standard office records and files; utilizes a computer in the creation and maintenance of inventory and spreadsheets; maintains numerical data regarding incoming and outgoing U.S. mail and packages delivered by common carriers processed in the mailroom; logs and retrieves data on mail and package volume statistics.
6. Operates a forklift and delivery vehicle in the retrieval and delivery of supplies; ensures proper maintenance of storeroom equipment, machinery and delivery vehicles.

OTHER DUTIES

1. Obtains quotes for standard equipment, supplies and materials used by City divisions as required; fills supply requisitions for stock items.
2. Provides guidance and technical assistance to Storekeeping Assistants.

QUALIFICATIONS

Knowledge of:

1. Practices and procedures applicable to mailroom operations.
2. U.S. Postal Service rates and regulations.
3. Office administration practices and procedures, including record keeping and filing practices and procedures.
4. Basic research and data analysis techniques.
5. Operation of standard storeroom equipment.
6. Customer service and telephone etiquette.

Ability to:

1. Sort and distribute mail and files according to applicable practices and procedures, rapidly and accurately.
2. Lift, carry and move boxes and files weighing 25 pounds or more.
3. Prepare and maintain office logs, records and files.
4. Operate and use a variety of electronic and automated office machines and mail room equipment.
5. Operate a computer and standard business software.
6. Understand and follow oral and written instructions.
7. Communicate clearly and effectively, orally and in writing.
8. Follow procedures and take actions within established authority limits.
9. Maintain appropriate confidentiality of City documents and records.
10. Use tact, discretion and courtesy in dealing with sensitive situations and upset customers.
11. Establish and maintain effective working relationships with City management, staff, delivery personnel and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of progressively responsible experience in performing mailroom or stores duties; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is frequently required to stand and walk; sit; talk, in person and by telephone; hear conversations, in person and by telephone, and equipment warnings; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to kneel, stoop, bend, climb or balance; and lift up to 50 pounds, and occasionally lift up to 100 pounds.

Specific vision abilities required include close vision, color vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use written and oral communication skills; read and interpret maps, driving directions and other documents; analyze and solve problems; observe and interpret people and situations; use basic math; learn and apply new information or skills; work under intensive deadlines and interact with City management, staff, delivery personnel and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee regularly works under typical office conditions, and the noise level is usually quiet. The employee frequently is exposed to outdoor weather conditions when making deliveries. The employee is occasionally exposed to loud or prolonged noise levels and vibrations and exposed to fumes or airborne particles.