



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
STOREKEEPER II	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2006/2007 CLASSIFICATION REVIEW		Board Approved:

JOB DESCRIPTION:

Under direction, coordinates the daily operations of the warehouse, performs a variety of shipping/receiving, stocking activities; stores and distributes supplies and equipment; maintains inventory and stock records; maintains records for the Fixed Asset Program; serves as a lead worker to other classified staff in the area; and performs related work as required.

SCOPE:

The Storekeeper II is responsible for all warehouse operations activities including shipping and receiving, deliveries, coordinating stock, documenting warehouse transactions, maintaining records, maintaining the Fixed Assets System, archived records management; Stores, and overseeing storage of surplus inventory and property for the District.

DISTINGUISHING CHARACTERISTICS:

The Storekeeper II is distinguished from the Storekeeper I by the increased responsibility for the overall coordination of the daily activities of the District Warehouses.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Oversees the daily operations of the Districts' warehouses (Santa Rosa, Windsor and Petaluma).
2. Responsible for maintaining the accuracy of Stores and Fixed Asset Inventory.
3. Responsible for maintaining the accuracy of Fixed Asset system.
4. Coordinates the courier service for Graphics Services, Copy Center and the Warehouse.
5. Receives and inspects all incoming materials and reconciles with purchase orders; processes and distributes documentation with purchase orders; reports, documents and tracks damages and discrepancies on orders received.
6. Makes intra- and inter-campus deliveries of requested surplus office furniture and merchandise; maintains records of all deliveries, delivers bulk mailings to US Post Office.
7. Fills supply requisitions; assists buyer to order adequate stores and supplies; delivers orders to faculty and staff.
8. Receives, stores, tags and tracks surplus property; prepares property lists for items to be surplus.
9. Receives and stores documents and confidential files; maintains record of approved document and confidential file destruction.
10. Ships canceled and damaged items back to vendors as appropriate.
11. Delivers and sets up furniture for various campus events as requested.
12. Handles and documents storage and transportation of hazardous materials.

KEY DUTIES AND RESPONSIBILITIES (Cont):

13. Maintains the warehouse, records area and stores area in a neat and orderly manner.
14. Answers questions regarding procedures and resolves discrepancies regarding receipts, deliveries, warranties, repairs and surplus property.
15. Trains and directs the work of short-term continuing employees and student assistants.
16. Serves as a lead worker to other classified staff in the area.
17. Assures all warehouse equipment is maintained and inspected for safe warehouse operation.

EMPLOYMENT STANDARDS

ABILITY TO:

Perform general storekeeping and warehouse duties; maintain accurate manual and computer records; read and interpret material and follow procedures; exercise judgment in developing alternatives and recommending solutions; perform physical labor; understand and carry out oral and written instructions; drive a forklift; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Modern warehouse procedures, including methods of proper and orderly storage and issuance of materials; working knowledge of Fixed Asset system; basic stock inventory procedures; requisitions, purchase orders, invoices, packing slips, bills of lading, freight tags, and the use and meaning of each; computerized warehouse record keeping systems.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Graduation from high school.

Experience:

Three years increasingly responsible experience working in warehouse and storage operations, including experience coordinating and overseeing a large warehouse/storage facility.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid (Class C) California driver's license and an acceptable driving record. Forklift operation certification.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking on a consistent basis.