

QUALIFICATIONS

Knowledge of:

- Nomenclature, grades and classifications of a wide variety of supplies and materials.
- Standard methods and practices of stores operations.
- Inventory control methods and procedures.
- Buying and controlling utility type supplies for a large scale operation is desired
- Purchasing methods and procedures as they apply to a stores operation.
- Principles of supervision, training, and performance.

Ability to:

- Supervise, train and evaluate assigned personnel.
- Maintain complex records.
- Review, analyze and give appropriate assistance to departmental material and supply requirements.

Education and Experience:

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

Education: Equivalent to completion of twelfth grade.

Experience: Two years supervisory experience in receiving, ordering, storing, and accounting for a wide variety of supplies and materials, and in maintaining an intricate inventory system. Some experience in a large scale governmental and utility warehousing operation is desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Warehouse Supervisor

TO: