

**MENDOCINO COUNTY GOVERNMENT  
CLASS SPECIFICATION**

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**CLASS TITLE:** STORES COORDINATOR  
**DEPARTMENT:** GENERAL SERVICES  
**REPORTS TO:** BUYER

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**CLASS CODE:** 0120  
**FLSA STATUS:** N  
**DATE:** 01/00

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**JOB SUMMARY AND DISTINGUISHING FEATURES:**

Performs a variety of moderately difficult technical and administrative functions in maintaining and distributing warehouse materials/supplies, including: receiving and filling orders; delivering items/stock; maintaining and monitoring warehouse inventory; preparing billing information; and assisting in purchasing tasks.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

Maintains and distributes supplies, including: receiving and storing supplies; receiving and filling orders; delivering supplies to requesting departments; maintaining various inventories and related control records; preparing billing of stock sales; and performing physical inventory of warehouse.

Assists customers by answering questions and resolving complaints.

Assists with sorting, processing and distributing mail.

Assists in purchasing items.

Delivers materials from printing department.

Recovers surplus items from departments and places in warehouse.

Formats, types letters, memos, labels, reports, or other correspondence on a word processor or typewriter.

Composes correspondence in accordance with standard policies; answers various inquiries; explains policies and procedures and arranges appointments; processes routine and non-routine matters independently.

Reports administrative and/or operational problems to supervisor.

Performs specialized research and statistical work on assigned subjects for staff and management.

Prepares complex, routine and non-routine reports as requested utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; prepares work reports; relays and interprets administrative decision, policies and instructions.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

**MATERIAL AND EQUIPMENT USED:**

Personal Computer and/or Terminal  
General Office Equipment

Hand Trucks  
Vehicle

Forklift

Postage Meter

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

High school diploma or GED; and,

One to two years of related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

None

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

External governmental bodies and agencies related to area of assignment.

Basic accounts payable principles.

All computer applications and hardware related to performance of the essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Record keeping, report preparation, filing methods and records management techniques.

General office procedures, policies and practices, as well as knowledge of computer/VDT and other general office equipment.

**Skill in:**

Analyzing and resolving office administrative situations and problems.

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a VDT to accurately and rapidly enter and retrieve data and information.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of postage meters and general office machines such as copiers, facsimile machines and telephone systems.

### **Mental and Physical Abilities:**

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth.

Ability to understand and carry out written and oral instructions, giving close attention to detail and accuracy.

Ability to establish and maintain effective working relationships with others.

Ability to draft and type correspondence.

Ability to add, subtract and decimals.

Ability to deal with problems involving several concrete variables in standardized situations.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; ascend and descend ladders, stairs, ramps and the like using feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces.

While performing the essential functions of this job, the incumbent is regularly required to use color perception and discrimination.

While performing the essential functions of this job the employee is frequently required to lift, push, pull and/or carry in excess of 50 pounds and occasionally required to lift, push, pull and/or move in excess of 100 pounds.

### **Working Conditions:**

While performing the essential functions of this position the employee is regularly exposed to possible injury from moving mechanical parts, explosions, fumes or airborne particles, toxic or caustic chemicals, nonweather-related hot temperatures and outdoor atmospheric conditions.

Work is performed in a normal office and warehouse environment with exposure to hot temperatures, dust and dirt.

The incumbent's working conditions are typically moderately quiet, but may be loud at times and at some locations.

file: storescl.08566

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.