

POLICE SUPPLY SPECIALISTDEFINITION

Under moderate supervision, performs routine clerical and manual work in receiving, storing, maintaining, issuing, and inventorying fixed assets; equipping police personnel and vehicles with necessary safety equipment; and operating the general stores facility of the Police Department.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Receives, unpacks, checks, stores, delivers and issues goods, supplies, forms and equipment. Checks quantity and quality of goods for conformance to purchase orders and requisitions. Issues expendable supplies and materials according to order. Requisitions, receives, inspects, stores, issues, and arranges for the maintenance, repair or replacement of all safety equipment assigned to and placed in or on police vehicles and issued to police officers. Picks up supplies from Central Stores and various vendors and delivers to the Police Department. Maintains inventory controls and vehicle and equipment maintenance records. Develops and maintains procedures for the operation and control of the departmental storekeeping function, including the requisitioning, receipt, storage, issuance, and accounting of a wide range of consumable items and other materials and equipment for the department. Coordinates the maintenance, repair and service of Police Department facilities, police vehicles, and equipment. Drives vehicles to and from various repair facilities. Ensures availability of adequate supplies and equipment for police officers. Operates light and heavy equipment such as forklifts, pallet jacks and dollies. Prepares reports as needed. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The work of this class is routine driving, clerical and manual work of a varied nature involved in the handling, checking, storage and issue of material and equipment, as well as related clerical and computer work maintaining control records. Requires the application of judgment based upon knowledge gained through experience. Decisions are made in accordance with established precedents and department policies and procedures.

MINIMUM BASIC QUALIFICATIONS

Education and experience equivalent to graduation from high school and two years of recent experience in inventory control, issuance of supplies and record keeping; or any equivalent combination of education and experience which provide the desirable knowledge, skills and abilities listed below.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Stockroom, warehouse, and general office procedures, inventory and record keeping methods and procedures. Must have some knowledge of personal computers, and have keyboarding skills.

Ability to: Make simple calculations rapidly; lift and move objects of medium weight for considerable periods of time; perform routine cleaning and maintenance work; maintain effective working relationships with other employees; drive various types of vehicles.

### SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Drivers' License. Ability to work all shifts, including nights, holidays and weekends, which may rotate on a six-month basis. Must pass a police background examination.

### CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers are detail-oriented and meticulous record keepers. They are comfortable in a structured working environment, but recognize and readily adjust to rapidly changing priorities. Successful incumbents display excellent interpersonal skills, problem-solving abilities, and provide quality customer service to other city employees. Must be able to follow both written and verbal instructions, be a motivated self-starter, and work equally well alone or within groups. Some experience working in a police department is highly desirable.

Class title change from Supply Clerk per Council Resolution No. 89-070,  
effective 7-1-89

Prepared and approved through 1986-87  
Clerical Study Process

New Title Effective: 1-1-88  
SACEA MOU 1987-89

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