SARASOTA COUNTY GOVERNMENT
Career Track

WAREHOUSE/STORES SUPPORT

SUB-CLASS CODE; W/C Code: See Below
EEO CODE: 06
FLSA: Non-Exempt
PAY BAND: Operational Service Support

MAJOR FUNCTION(S)

Work performed involves warehouse, storage, inventory, distribution, recording, and maintaining of supplies, materials, parts, tools, equipment used throughout the county for office, maintenance, repair and other similar operations. Such work involves clerical, manual, physical, computer and other type functions in performance of these operations.

Primary Purpose	
Warehouse/Stores Clerk **Pay Grade: Tier II - 9912** See Addendum below for Sub-Class & W/C details	**Warehouse/Stores Coordinator** **Pay Grade: *Tier III - 9913** See Addendum below for Sub-Class & W/C details
This is work receiving warehouse deliveries, maintaining inventory levels stocking shelves and ordering supplies **In general, work assignments at this level may include, but are not limited to….** ▪ Receives deliveries and checks contents/items to ensure proper arrival ▪ Checks quantity, quality, and records items prior to storage ▪ Maintains required documentation and records on all inventory supplies and items ▪ Initiates supply, materials, parts, and equipment lists and orders ▪ Maintains proper and efficient storage systems ▪ Prepares/picks up/delivers materials, supplies and other related items as directed ▪ Accepts requests for uniforms and safety gear and sizes personnel as needed ▪ Maintains storage and shipping area in a clean, well-kept and safe condition ▪ Maintains accurate inventory listings and records and prepares summary reports ▪ Inputs data into a computer	**This is work coordinating and maintaining the Warehouse/ Store activities.** **In general, work assignments at this level may include, but are not limited to….** ▪ Procures, stores, and distributes supplies, materials, uniforms, tools, parts and other related equipment ▪ Responsible for maintaining inventory for work unit(s) ▪ Makes price comparisons and may assist in vendor selections ▪ Assists in the preparation of competitive bids and price quotes ▪ Determines order points and maintains minimum feasible stocks ▪ Operates system of shipment receipt verification ▪ Maintains electronic filing system of entire warehouse or storage complex ▪ Prepares and maintains operational reports and records ▪ Prepares annual audit inventory report ▪ Maintains proper and efficient storage systems and methods for organization of such ▪ Assists in training and development of employees ▪ Coordinates records and inventories of warehouse materials, parts, supplies, tools, etc.
*Advanced level includes Tier I duties	

Core Competencies (Knowledge, Skills and Abilities)

Pay Grade: Tier II - 9912	Pay Grade: Tier III - 9913
Skills/Technical Knowledge	
▪ Ability to check shipments against invoices and/or purchase orders ▪ Ability to read and understand material/supply books and identify particular items by group, number and/or name ▪ Ability to determine the quantity and quality of goods received in relation to prescribed specifications ▪ Ability to communicate well with vendors, County personnel and the general public ▪ Ability to perform accurate arithmetic operations and functions ▪ Ability to maintain accurate records ▪ Ability to communicate effectively, verbally and in writing ▪ Ability to establish and maintain good working relationships ▪ Knowledge of County locations and work stations	▪ Knowledge of warehouse methods, procedures and records used in receipt of storage and issuance of diversified goods, materials and related items ▪ Knowledge of supply and equipment ordering techniques ▪ Skill in inventory methods and practice. ▪ Ability to exert competent, independent judgment ▪ Ability to communicate effectively orally and in writing ▪ Ability to perform physical audit of supplies ▪ Ability to establish and maintain good working relationships ▪ Ability to establish and maintain effective working relationships with others
Both levels require ability to establish and maintain effective working relationships.	
Business Equipment and Computer Skills	
Basic level skills in the following: ▪ Outlook ▪ Word Ability to use standard business equipment: ▪ Copier ▪ FAX ▪ Calculators ▪ Printers ▪ Phones	▪ Knowledge of on-line computer systems ▪ Basic level skills in the following: ▪ Outlook ▪ Word ▪ Excel
Budget/Fiscal Skills	
▪ Ensure cost effective supplies, materials, tools and equipment	▪ Ability to make price comparisons to ensure quality materials at best prices

Minimum Qualifications	
Pay Grade: Tier II, 9912	**Pay Grade: Tier III, 9913**
▪ A High School Diploma or its equivalent and two years of experience in materials or inventory control or related field. Possession of a valid Florida Driver License	▪ A High School Diploma or its equivalent and three years of warehouse and clerical experience. Possession of a valid Florida Driver License.
NOTE: 30 college credits are considered equivalent to one year of college.	

NOTE: Employees who acquire the skills and minimum qualifications for the next level will be able to apply for promotional opportunities. Employees will not automatically be upgraded to the next level. Reclassifying a position is based on business need and financial impact and not based solely on the incumbent.

APPROVED BY: **DATE:**

Chris Louria, Chief Human Resources Officer 1/23/19
Chris Louria, Chief Human Resources Officer

History: 1/31/2012; 11/19/13

Title & WC Addendum

Sub-Class	Title	FLSA	PG	WC	EEO	Retirement
032275	Warehouse/Stores Clerk	NE	9912	9410	06	Regular
032276	Warehouse/Stores Clerk - Fire	NE	9912	7704	06	Regular
032279	Warehouse/Stores Coordinator	NE	9913	9410	06	Regular
032280	Warehouse/Stores Coordinator - Fire	NE	9913	7704	06	Regular