



HUMAN RESOURCES DEPARTMENT ■ 9770 CULVER BLVD. ■ CULVER CITY, CA 90232 ■ 310-253-5651

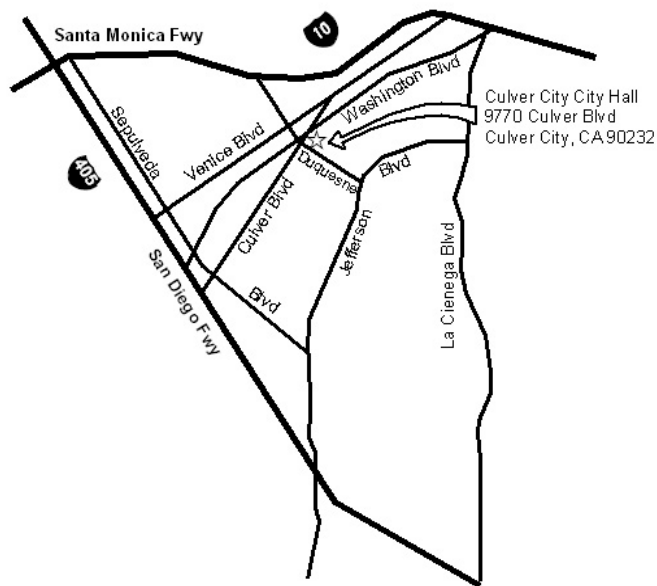
STORES SPECIALIST WAREHOUSE WORKER/DELIVERY DRIVER (Job Code # _____)

\$3,499.82 - \$4,272.62 monthly

THE CITY OF CULVER CITY	
Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$133 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.	
HOW TO APPLY	
Filing deadline: 5:00 p.m., _____. A complete application, including copies of relevant certificates, must be submitted for consideration. Applicants may download a City application at: www.culvercity.org/jobs or obtain an application in person from the Human Resources Department, City Hall, 9770 Culver Boulevard, Culver City, CA 90232. Individuals that submit incomplete application materials may not receive full consideration for the position. Faxed or emailed materials will not be accepted.	
THE POSITION	
The positions assigned to this classification are responsible for ordering, receiving, stocking, inventorying, delivering, retrieving, accounting for, and issuing from the central warehouse vehicle and equipment-related parts, goods and supplies stock for the use of the Equipment Maintenance and Fleet Services division and to City departments. Receives deliveries of supplies, materials, and equipment, and ensures the accuracy of quantity and nature of goods received. Unpacks, tags, and stores all incoming materials and supplies. Receives incoming items for fixed asset tagging before delivery to departments. Utilizes multiple a computerized inventory data entry/retrieval systems to process transactions maintain central stores inventory. Reads and interprets computer reports relating to availability accessibility of warehouse stock items. Issues and distributes goods and vehicle parts to Equipment Maintenance/Fleet Services. Expedites vendor deliveries and places inventory stock orders when requested by the supervisor. Contacts local and out-of-state vendors to research competitive prices for inventory and special order items. Maintains an inventory system. Records all receiving and issuing transactions. Maintains proper inventory stock levels by determining reorder points levels and initiating requisitions to replenish supplies requests for purchase. Recommends necessary improvements to layout of storage facilities and methods of inventory control. Maintains the annual/blanket purchase orders for central stores. Operates a forklift in loading, storing, and issuing supplies in the warehouse. Picks up materials from vendors and delivers to the central warehouse. Packs and delivers supplies to operating departments. Maintains the warehouse in a clean and orderly condition. Performs other related duties.	
MINIMUM REQUIREMENTS	
Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be: <u>high school graduation or equivalent and one (1) year e</u>Experience <u>working in a warehouse and receiving, storing, and accounting for goods and supplies, using a computerize data and retrieval system to receive, store, and account for goods and stock.</u> <u>Preferred candidates will possess skill and ability to operate a personal computer, knowledge of inventory software applications, and</u> E<u>experience with vehicle parts preferred.</u> Work Schedule: Must be available to work evenings, weekends and holidays.	
LICENSE AND CERTIFICATES	
Possession of a valid California Class C driver's license. <u>Automotive Service Excellence (ASE) Parts Specialist certification is preferred.</u>	
EXAMINATION PROCEDURES	
Applicants must receive a passing score on all examination components in order to be placed on the eligible list. Please note: There is a six (6) month waiting period to re-test; therefore, applicants who have participated in the examination process within the preceding six (6) months will be deferred and will need to re-apply after the six (6) month waiting period.	
COMPONENT	WEIGHT
• Written Test: To measure knowledge of warehouse practices and inventory procedures.	40%
• Performance Test: To determine ability to safely perform <u>Stores Specialist Warehouse</u> Worker/Delivery Driver activities.	30%
• Appraisal Interview: To evaluate education, training and personal qualifications.	30%

Equal Opportunity Employer

Note: Proof of U.S. citizenship, alien residency, or authorization to work in the U.S. will be required before appointment to this position. Special assistance for persons with disabilities is available to help with the application and examination process upon request. Request should be made to Human Resources Department, 9770 Culver Blvd., Culver City, CA 90232-0507, (310) 253-5640, V/TDD (310) 253-5647 (Hearing Impaired Only). Women, Minorities & Disabled Encouraged to Apply.



THE CITY:

The City of Culver City, with a population of 40,000, is 8 miles from the Civic Center of Los Angeles and 5 miles from the Pacific Ocean, near the intersection of the Santa Monica and San Diego Freeways. Culver City is a “charter” city, governed by a 5-member City Council and managed by a City Manager, assisted by 10 department heads.

SELECTION PROCESS:

- 1) Official City employment application form completed (demonstrating possession of minimum qualifications), signed, and filed by 5:30 p.m., on or before filing date (filing time may vary if noted on reverse side of this form).
- 2) Successful completion of all parts of the examination process which may include one (1) or more of the following: written, appraisal interview, or performance, and physical agility. Applicants will be notified as to date, time, and location for each part.
- 3) Successful completion of all parts of a background check: conviction record, fingerprint check, proof of age, medical examination and loyalty oath.
- 4) All applicants who have successfully completed all stages of the recruitment process and received a final passing score will be placed on an eligible list, ranked according to final score.
- 5) Top five (5) ranks from eligible list will be referred for consideration in filling vacancies.

VETERAN’S PREFERENCE:

Proof of honorable discharge (DD214) must be submitted by final filing date to claim veteran's preference. Reserve duty, including active reserve training duty, does not meet eligibility requirements for entitlement to veteran's preference. (Veteran's preference does not apply to promotional exams).

SENIORITY PREFERENCE:

Seniority points will be computed in accordance with Civil Service Rules and Regulations.

FRINGE BENEFITS:

Benefits vary by negotiated agreements with employee bargaining units; visit our website to view details:
<http://www.culvercity.org/city-hall/city-government/city-departments/human-resources>

RETIREMENT:

City participates in CalPERS retirement plans (Public Employees Retirement System) and social security. Retirement benefit depends upon date of appointment (hire) and associated employee bargaining unit.

DEFERRED COMPENSATION:

Employees may voluntarily contribute to a city sponsored deferred compensation plan.

HEALTH BENEFITS:

Choice of health, dental, vision and life plans for employees and eligible dependents. Some employee contribution may be required.

LEAVE BENEFITS:

Include holidays, floating holidays, sick and vacation.

UNIFORMS

Those employees required to wear uniforms will be either: (a) reimbursed for uniform articles; or (b) furnished uniforms depending upon classification.

CREDIT UNION AVAILABLE