

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Senior General Services Worker

DEFINITION

Under general direction plans, and coordinates the operations of the County Office warehouse and mail room; coordinates the delivery and set-up of equipment/furniture; performs lead functions; maintains an orderly and safe work environment; performs related duties as required.

DISTINGUISHING CHARACTERISTICS

The Senior General Services Worker differs from the General Services Worker in the level of responsibility. At the senior level, the incumbent may provide direction, establish priorities, assign tasks, and monitor the work of other department staff.

DIRECTLY RESPONSIBLE TO

Coordinator, Support Operations

SUPERVISION OVER

None, however, may give directions and monitor work of other department staff.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Receiving/Inventory

Receives, unloads and checks shipments delivered to the County Office for conformity to purchase order specifications; notes and reports shortages, damages, and other discrepancies; coordinates and plans all activities necessary for monitoring fixed asset inventories; prepares recommendations for reorder of supplies; advises sites on procedures for ordering items; fills and checks requisitions for accuracy; maintains and compiles reports and statistical records; enters and retrieves data on a computer; reviews and manages records of fixed asset and inventory systems; coordinates inventory relocation as it relates to moves; reviews and manages the fixed asset audit insuring that department records are consistent with actual placement of fixed asset; monitors the evaluation of the useful life of fixed assets including determining when to surplus equipment; coordinates servicing and routine maintenance of equipment; maintains safety standards.

Distribution/Delivery

Coordinates, monitors and assists in the processing and preparation of all outgoing mail; schedules, routes and makes deliveries; operates postage meter, and trains staff in the use of the postage meter to calculate postage charges and imprint mail; follows U.S. Postal Services and Parcel Post rules and regulations; informs staff of any U. S. Postal or Parcel Post changes including rate changes and new rules and procedures; operates delivery vehicles; schedules routine servicing of county vehicles and maintains service records; operates a forklift, and trains staff in the use of a forklift to load, unload and move inventory; coordinates the packing, unpacking, assembling, moving and arranging of furniture/equipment.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Any combination of education, training, and experience which demonstrates ability to perform the duties and responsibilities as described, including responsible job related experience in material management such as shipping, receiving, inventory, and storage.

Knowledge, Skills, and Abilities

Knowledge of material management terminology, procedures and practices related to receiving, inspecting, storing, inventory control, and issuance of materials and supplies; ability to maintain accurate records and exercise control over stores issued; ability to train and lead employees; ability to plan and schedule workloads; ability to prioritize and coordinate work schedules; interpersonal skills necessary to work cooperatively and effectively with a variety of customers; ability to communicate effectively in both oral and written form; ability to prepare reports and evaluate appropriate data; ability to demonstrate use of warehouse equipment and vehicles; ability to read and understand street maps, work orders, purchase orders, inventory lists, and related reports; ability to analyze and assign value to fixed assets; ability to conduct on-site audit of equipment and compare results; ability to interpret and apply postal regulations and rate structure; ability to do math calculations; ability to operate a computer to enter and retrieve data.

Other Characteristics

Possession of a valid California driver's license and evidence of a safe driving record within the last three years required (DMV printout acceptable).

Revision approved by Personnel Commission 9/13/05

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