



**COUNTY OF SONOMA (CA)  
INVITES APPLICATIONS FOR THE POSITION OF:**

**Department Services Warehouse Supervisor -  
Extra-Help**

*An Equal Opportunity Employer*

**SALARY**

\$22.01 - \$26.75 Hourly

**OPENING DATE:** 06/21/18

**CLOSING DATE:** Continuous

**THE POSITION**

**Inventory Management - Warehouse Services - Shipping and Receiving**

**The County of Sonoma Fire and Emergency Services and Human Services Departments seek experienced inventory specialists to join their teams. Starting salary up to \$26.75/Hourly.**

This recruitment is being conducted to fill two Department Services Warehouse Supervisor - Extra-Help (intermittent) positions in the Fire & Emergency Services and Human Services Departments.

Department Services Warehouse Supervisors supervise staff, and oversee receiving, storing, issuing, packaging, and delivering supplies, materials, and equipment. These positions also ensure accurate collection, sorting, processing, and delivering of interdepartmental mail, U.S. mail, UPS, or special shipment materials.

**Fire and Emergency Services**

This position is responsible for the maintenance and inventory of fire equipment including cleaning and storing fire equipment at various volunteer fire company stations throughout the County. Other duties include:

- Supervising Fire Logistics Materials Handler staff
- Training of Fire Logistics staff for compliance with the inspection and maintenance of fire and emergency communications equipment
- Maintaining the inventory database, and ensuring staff is adequately trained to perform accurate data entry
- Assisting Fire Instructors in maintaining the working quality of various types of gear, video, and audio equipment

**Please Note: Employees in the Fire and Emergency Services position must be willing to work some nights and weekends.**

## **Human Services Department**

This position is responsible for designing, assembling, disassembling, and reconfiguring work stations. Other duties of the Warehouse Supervisor include:

- Troubleshooting equipment problems and making minor repairs
- Installing ergonomic equipment
- Providing instruction on proper use of department equipment
- Maintaining asset database

The ideal candidates for these positions will possess experience supervising staff and working in a warehouse and/or shipping and receiving environment, and knowledge of department-related tools, equipment, and communications infrastructure, including how to use, program, and repair equipment which may include radios, pagers, communication devices, and modular furniture.

**Working Conditions:** The performance of these duties for both positions often require exertion of substantial physical effort. Employees in these positions may be required to lift boxes weighing up to 50 lbs., bend, stoop, reach, and remain standing for extended periods of time.

## **EXTRA-HELP EMPLOYMENT**

Extra-help employees relieve or augment permanent staff. Intermittent, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most regular employee benefits such as: long-term disability insurance coverage; accrual of vacation; participation in the County retirement program; or eligibility to take promotional examinations. **Intermittent, extra-help employees are limited in their employment to a maximum of 1,380 hours within any twelve month consecutive period.** Extra-help employees who meet the eligibility requirements may qualify for a County contribution toward medical coverage.

This employment list may also be used to fill future extra-help openings as they occur during the active status of this list. The Civil Service title for this position is Senior Storekeeper.

**APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

## **MINIMUM QUALIFICATIONS**

**Education and Experience:** Any combination of training and experience which would provide the opportunity to acquire the knowledge and abilities. Normally, two years experience performing duties comparable to the class of Storekeeper would provide this opportunity.

**License:** Possession of a valid driver's license at the appropriate level including necessary special endorsements, may be required by the State of California to perform the essential job functions of the position.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Considerable knowledge of:** the procedures and techniques of receiving, storing, issuing and delivering supplies, material and equipment; Considerable product knowledge may be required in one of the following areas: heavy equipment, truck parts and related materials; automobile

parts, materials and equipment or medical supplies used in outpatient care, in patient care and surgery; the general characteristics of various commodities including familiarity with specifications, major sources of supply and approximate prices; stock control systems; occupational hazards and safety practices, regulations, and procedures related to receiving and storage activities and equipment; the clerical and record keeping procedures related to shipping, receiving, storage and issuing of materials, supplies and equipment; For some assignments, considerable product knowledge may be required in one of the following areas: heavy equipment, truck parts, automobile parts and related materials, computer hardware, software, and related products, specialized materials and equipment, medical supplies used in outpatient and in patient care, or U.S. postal regulations. For some assignments, training, scheduling, assigning and supervising employees in mail, materials handling and/or storekeeping functions may be required.

**Ability to:** organize and maintain a departmental storekeeping function; establish and maintain adequate inventory controls and record keeping systems manually and on computers; accurately and neatly complete forms and records; spot discrepancies between items received and purchase order, packing slip or property record form; perform routine arithmetic calculations; deal courteously with individuals contacted in the course of work; operate a light vehicle; operate a fork lift and a floor jack may be required for some assignments; perform tasks which require physical strength and agility; lift and carry 50 pounds for short distances; read, write and speak English at the level required by the duties.

#### **SELECTION PROCEDURE & SOME HELPFUL TIPS WHEN APPLYING**

- Your application information and your responses to the supplemental questions are evaluated and taken into consideration throughout the entire selection process.
- You should list all employers and positions held within the last ten years in the work history section of your application. Be as thorough as possible when responding to the supplemental questions.
- You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, list out each position separately.
- Failure to follow these instructions may impact your competitiveness in this process or may result in disqualification.

Please visit [Getting a Job with the County of Sonoma](#) to review more detailed information about the application, examination, and department selection processes.

#### **APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.**

The selection procedure will consist of the following examination:

An **Application and Supplemental Questionnaire Appraisal** (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

## **ADDITIONAL INFORMATION**

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer are contingent will be outlined in the conditional job letter. You may also review the [Job Classification Screening Schedule](#) to determine the requirements for this position.

## **HOW TO APPLY**

Applications are accepted on-line at [www.yourpath2sonomacounty.org](http://www.yourpath2sonomacounty.org). Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Continuous recruitments may close without notice at any time that a sufficient number of qualified applications have been received. Applications received after the recruitment closes will not be accepted.

The County of Sonoma prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. Please view the County's [Equal Employment Opportunity Policy](#) for further information.

**HR Analyst: AK**

**HR Technician: RR**

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,  
Santa Rosa, CA 95403

EXAM #18/06-0312-EHC  
DEPARTMENT SERVICES WAREHOUSE SUPERVISOR - EXTRA-  
HELP  
AK

## **Department Services Warehouse Supervisor - Extra-Help Supplemental Questionnaire**

\* 1. How did you first learn about this opportunity?

- ☐ CalJobs
- ☐ College or University
- ☐ Craigslist
- ☐ Employee of Sonoma County
- ☐ Facebook
- ☐ GovernmentJobs.com
- ☐ Hispanic Chamber of Commerce of Sonoma County
- ☐ Indeed
- ☐ Job Fair
- ☐ La Voz
- ☐ Latino Service Providers
- ☐ LinkedIn

- ☐ Los Cien
- ☐ Minority Organization or Group
- ☐ Monster
- ☐ Press Democrat
- ☐ sonoma-county.org/www.yourpath2sonomacounty.org
- ☐ Sonoma County Human Resources Office
- ☐ Sonoma County Job Line
- ☐ Twitter
- ☐ Veterans Services Office
- ☐ Women's Organization or Group
- ☐ Other Internet Site
- ☐ Other Publication

- \* 2. Please select which position(s) you would like to be considered, you are welcome to select both departments.
  - ☐ Fire and Emergency Services
  - ☐ Human Services Department
- \* 3. The performance of the job duties often requires exertion of substantial physical effort. Employees in these positions may be required to lift boxes that can weigh up to 50 lbs, bend, stoop, reach, and remain standing for extended periods of time. Are you able to perform these duties?
  - ☐ Yes    ☐ No
- \* 4. Please detail your two or more years' experience working in positions related to inventory, warehouse, and/or shipping and receiving.
- \* 5. Please describe your experience leading and/or supervising staff. Specify the number of staff, types of positions you led/supervised, and the scope of your responsibilities. Highlight experience in which you provided training to staff as part of your supervisory duties.
- \* 6. Please describe your experience maintaining, programming, and repairing equipment and devices, and highlight experience with electronic and communications equipment.
- \* 7. Please describe your experience managing inventory databases, and include details on specific software or cloud-based systems you used.
- \* Required Question