

SUPERVISING STOCK CLERK (MUSIC)

DEFINITION

Supervises, assigns, inspects, evaluates, and participates in the work of assigned staff in the inventory of, and the receiving, storing, and issuing of musical instruments and supplies in the Elementary Orchestra Office of the Arts Education Branch.

TYPICAL DUTIES

Supervises the inventory of all items in the Elementary Orchestra Office, including but not limited to instruments, materials, musical scores and associated equipment; and performs inventory as needed.

Supervises and participates in the shipping and receiving of elementary orchestral inventory and general music instruments and supplies.

Maintains policies and communicates updates, shipping logistics, and personnel issues with the Arts Education Branch administration.

Supervises the maintenance and functionality of all office and warehouse equipment and related inventory databases.

Prepares various reports such as inventory and shipping logistics.

Composes Loss Letters to schools and communicates with teachers regarding the recovery of assets as needed.

Supervises and maintains communication with the Music Instrument Repair Shop.

Trains and orients staff in the proper and safe handling and storage of instruments.

Maintains the Elementary Orchestra Office and ensures the safety, orderliness, and cleanliness of all workspaces.

May travel to school sites to assist with musical instrument inventory.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Stock Clerk (Music) plans, organizes, participates in and is responsible for the operations of the Elementary Orchestra Office and supervises personnel in the manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

A Stock Clerk (Music) performs manual and clerical duties pertaining to the maintenance of musical instruments and supplies.

SUPERVISION

General supervision is received from a certificated administrator. Supervision is exercised over Stock Clerk (Music).

CLASS QUALIFICATIONS

Knowledge of:

Basics of music notation, scores, and terminology
Supply-handling methods and equipment
Construction, functionality, and playability of instruments
Routine maintenance of instruments
Record-keeping and inventory procedures
Safe lifting procedures
Safety practices pertaining to warehouse layout and storage of musical instruments and supplies
Principles of supervision and training
Microsoft Windows operating systems
Microsoft Word, Excel and Outlook

Ability to:

Maintain musical scores in good repair
Identify musical instruments
Read basic music notation
Keep accurate records and produce written reports
Train and supervise employees
Provide effective work direction and maintain good working relationships with District personnel
Use a computer to input, edit, extract and format data and information

Special Physical Requirements:

Safely lift and carry musical instruments weighing up to 80 pounds
Stand and walk on concrete floors for extended periods
Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, and pull

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in music.

Experience:

Two years of inventory experience that included the maintenance of music supplies and scores, or three years of other storekeeping experience supplemented by college-level courses in music.

Special

A valid California Driver License and the availability of private transportation or the ability to utilize an alternative method of transportation.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

New Class
1-20-22
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