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BUREAU OF STORES.

There shall be in the Department of Public Works a Bureau of Stores. The head of this Bureau shall be the General Storekeeper, who shall direct its operation, and who shall perform, subject to the authority of the Chief Engineer, the duties and exercise the powers which are herein imposed or conferred upon the Bureau of Stores.

The General Storekeeper shall be appointed by the Mayor, with the consent of the City Council, as provided in Section 25 of the Charter of Baltimore City, and hold his office as therein provided.

The General Storekeeper shall have had adequate business training, with at least two years' experience in the supervision of the handling of materials and supplies. He shall give bond to the city for the faithful performance of his duties for such amount as shall be fixed by the Mayor.

The General Storekeeper shall be paid such a salary as may be provided in the Ordinance of Estimates. He shall appoint such assistants, aides, clerks and stenographers and other office and field help as may be necessary for the proper conduct of the Bureau. The compensation of all such appointees shall be subject to approval by the Board of Estimates and shall be paid as provided in the Ordinance of Estimates.

The Bureau of Stores shall, unless special exception is made by the Board of Estimates in instances where such operations may be found inexpedient or inadvisable, take charge of and hereafter be responsible for:

- (a) The ordering of materials and supplies for all departments, boards, officers and other agencies of the city government;
- (b) The distribution and delivery of materials and supplies;
- (c) The storing and care of materials and supplies until needed by the agency for which ordered;
- (d) The reclamation of useless materials and supplies, and the disposal of salvage.

As soon as the Bureau of Stores is organized, it shall take over the ordering, handling, storage and distribution of materials and supplies, with the exception of fuel and commissary supplies, for the following agencies:

Department of Public Works, Bureau of Highways, Bureau of Water Supply, Bureau of Sewers, Bureau of Mechanical-Electrical Service, Bureau of Street Cleaning, Department of Education (Board of School Commissioners) and the City Librarian.

The Bureau of Stores shall also handle and distribute for other agencies of the City Government materials and supplies which the Purchasing Agent of Baltimore may desire to carry in stock.

The work of the Bureau of Stores in ordering, storing and distributing materials and supplies shall be extended to all agencies of the City Government on the recommendation of the Chief Engineer, with the approval of the Board of Estimates.