

## STOREKEEPER

### DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for the efficient operation of an expendable supply storeroom. Work is carried out in accordance with established procedures and involves responsibility for receipt of supply deliveries, the issuance of expendable supplies and related record keeping. The class differs from that of Assistant Storekeeper by virtue of a higher level of responsibility or independence. Work is performed under the general supervision of a purchasing agent or other administrator. Direct supervision may be exercised over an Assistant Storekeeper or other clerical employees.

### TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the issuance of expendable supplies;
2. Supervises and participates in the receipt and storage of supply deliveries;
3. Maintains perpetual inventory of supplies;
4. Assures expeditious delivery of supplies by working directly with vendors;
5. Keeps records pertaining to requisitions filled and compiles periodic recaps;
6. Maintains expendable supply catalog;
7. Charges various departments and agencies for supplies purchased;
8. Takes physical inventories;
9. Reorders supplies to maintain sufficient stock level of expendables;
10. Operates a forklift or pallet jack;
11. Does related work as required.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of stationery and other expendable supply terminology, sources, types, etc.; good knowledge of central stores and perpetual inventory operations; good knowledge of business arithmetic and English; ability to keep inventory records and accounts on a personal computer or mainframe; ability to work well with others; ability to supervise the work of others; courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from high school or possession of a high school equivalency diploma and two years of experience in central storeroom or comparable work;
- OR: (B) Three years of experience as described in (A) above;
- OR: (C) An equivalent combination of training and experience as described in (A) and (B) above.

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ADOPTED: 12/12/84

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