

Jurisdictional Class: Competitive
Adopted: March 13, 1992
Revised: August 3, 2010

STOREKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility and accountability for the operation of a central storeroom in one or more storage locations, including ordering, receipt, storage, and distribution of an extensive and varied stock of supplies, equipment, and materials. The incumbent will be responsible for the security and issuance of all supplies, equipment, and materials, processing of proper forms, and performing general custodial duties in the maintenance of the supply facility(s). Work is performed under general supervision with considerable independence in determining methods and procedures; however, it may be reviewed for efficient storeroom operation through inspection and accounting controls. Incumbents are subject to call for access to stores outside of ordinary working hours in the event of emergencies. Supervision may be exercised over the work of helpers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Receives, unloads, checks packing slips, inventories and store parts, equipment, supplies, and materials;
Processes purchasing requests in buying of goods and materials, picks up materials and supplies, and adds to stock or distributes to appropriate units or field crews;
Organizes and maintains parts and supplies inventory and control system, either manually or through a computerized system;
Receives requisitions and issues material including supplies, parts, equipment, and special tools, etc;
Conducts periodic physical inventories and recommends reordering and purchasing of goods, supplies, and equipment;
Prepares details and coordinates purchase order and voucher preparation with clerical employees;
Maintains records of past and current use and needs analyses and evaluates current and future inventory requirements;
Recommends quantity, bulk, or combined purchasing and obtains competitive pricing or assists in preparation of bid information and specifications;
Maintains vendor/supplier source of supply records, evaluates quality of materials, shipment times, costs, prices, and services, contacts vendors and suppliers, meets with salesmen, and obtains and evaluates information and quotations and makes recommendations for purchasing;
Follows up on orders when shipment has been delayed or damaged goods have been received;
Coordinates storekeeping activities with clerical employees and others relative to purchase requisitions and receipt of supplies and materials;
Fills requisitions from stores as required;
Stores supplies on shelves and/or floor of storeroom;
May be required to perform general custodial duties in maintaining the storeroom and supply facilities;
Performs a variety of routine clerical tasks related to the work;
Uses various office machines related to the work.

Storekeeper

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of storeroom and office procedures, terminology, and equipment;

Good knowledge of inventory control methods;

Good knowledge of methods and practices used in receiving, storing, and issuing mechanical supplies, tools, and equipment;

Ability to quickly learn the use for particular tools, parts, materials, and equipment commonly used in a specific department;

Ability to maintain systematic stock records;

Ability to move and lift heavy objects;

Ability to operate a computer;

Clerical aptitude.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in the handling of stores and supplies on a large scale and maintaining related records on a computer; or an equivalent combination of training and experience as defined above.

SPECIAL REQUIREMENT: Possession of an appropriate New York State driver's license at time of appointment.