

SENIOR STOREKEEPER

DISTINGUISHING FEATURES OF THE CLASS: This is supervisory work of a difficult nature involving a responsibility for central storage operations, including the receiving, inspecting, storage and distribution of a wide variety of supplies and equipment. General supervision is received from an administrator and supervision is exercised over a small number of employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Receives and inspects a wide variety of supplies and equipment;
Supervises and participates in the receiving, maintenance and distribution of supplies and equipment;
Coordinates the activities between the central storage area and locations receiving supplies and equipment;
Plans and implements new procedures in the central storage operation;
Maintains inventory control records;
Schedules and routes deliveries to various locations;
Makes reports and prepares correspondence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of methods and practices for receiving, storing, maintaining and issuing supplies and equipment; good knowledge of inventory control methods; good knowledge of business arithmetic, English and spelling; good knowledge of supervisory techniques; ability to understand and carry out oral and written instructions; ability to prepare written reports.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and four (4) years of storekeeping/stockkeeping experience, two (2) years of which must have been at a responsible level.

NOTES:

1. Additional qualifying experience or any academic, technical or vocational training may be substituted for schooling on a year-for-year basis.
2. Post high school education may be substituted for up to two (2) years of the general experience on a year-for-year basis.

PROMOTION: One (1) year of permanent status as a Storekeeper.