TITLE: Sr. Storeskeeper
SCHEDULE: Staff
GRADE: 8
UNION: Staff Association - Local 2071, U.A.W.
UNION CODE: SA439
GRADE CODE: 40
FLSA: Non-Exempt
CLASS: SA

POSITION PURPOSE
Oversee, receipt, procurement, inventory, distribute, billing and records management of materials, equipment and supplies for a large stockroom or storeroom facility in a School, College or Division of the University. Perform procedural work routines involving storeskeeping and warehousing methods and the operation of power assisted material handling equipment.

ESSENTIAL JOB FUNCTIONS
- Oversee, receipt, procurement, storage and distribute various materials, equipment and supplies (e.g. scientific apparatus, chemicals, paper, etc.) . Inspect and verify all incoming materials to determine condition and completeness of purchase order.

- Conduct periodic physical inventory of stock items. Requisition supplies and equipment to ensure proper stock levels; contact appropriate vendor representative regarding prices, terms and availability of supplies.

- Prepare and process various University forms, reports and paperwork for purchasing, accounting and/or billing purposes, e.g. special payment authorization (SPA), emergency, blanket and general purchase orders. Compile data and prepare reports for audit and budgetary purposes as well as for commodities subject to special controls.


- Provide functional supervision over an average number (3-6) of subordinate clerks, student and part-time temporary support personnel. Assign and monitor work activities. Train in appropriate methods and procedures.

- May act in the absence of immediate supervisor. Contact various University personnel, Buyers, requisitioners and vendor representatives regarding receipt, processing, accounting and distribution of orders. Respond to general inquiries and resolve problems that may arise.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.
- Operate power assisted material handling machines and equipment, e.g. hi-lo forklift; unload, transport and place materials, equipment and supplies in appropriate location. Maintain, service, repair and adjust equipment as needed.

- Perform related work as assigned.

**ADDITIONAL COMMENTS**
This senior classification level is designed to perform procedural work routines involving storeskeeping and warehousing functions operating both power assisted material handling machines and office equipment in order to oversee the receipt, accounting, inventory and distribution of a variety of materials, equipment and supplies for a large storeroom and stockroom facility. Work activities include considerable record-keeping, paperwork processing, accounting and coordinative responsibilities for a stores facility. Functional supervision is exercised over an average number (3-6) of subordinate supplies and office clerks, students and temporary support personnel. Work activities are performed given the following working condition factors, i.e. light physical effort (unload, transport and utilize light materials and equipment), good environment conditions, minimal hazards and normal sensory attention. This classification is generally located in a School, College or Division of the University with a stockroom or storeroom facility possessing a large dollar and volume inventory as well as petty cash fund. This classification reports to and receives work direction from a management/supervisor level position.

**MINIMUM QUALIFICATIONS**
- High school graduate or an equivalent combination of education and/or experience.
- Reasonable knowledge of and experience with storeskeeping and warehousing methods of procedures.
- Some supervisory experience.
- Ability to maintain accurate billing and accounting records and reports; keen attention to detail.
- Ability to operate power assisted materials handling equipment, e.g. hi-lo, forklift.
- Ability to communicate effectively with others.
- Strong organizational skills.
- Reasonable knowledge of University procurement practices.
- Typically, incumbents have held positions in either a storeroom, warehouse or stockroom facility or as Materials Controller, Storeskeeper or Supplies Clerk.