

TITLE: <u>Sr. Storeskeeper</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA439</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>8</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

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.
- Oversee billing and accounting functions. Monitor expenditures and revenues; prepare reports regarding budget projections. Monitor disbursements from petty cash fund. Maintain on-line computer record of accounting and inventory statistics.
- 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.

- 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.