

STOREKEEPER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for maintaining a large number of supplies, materials and equipment to meet departmental needs. Responsibilities include the ordering, tracking, receiving, inspection, physical unloading, storage, distribution, delivery and maintenance of stocked items. Further responsibilities include the processing of requisitions, purchase orders, records maintenance, automated inventory systems maintenance and regular inventory control over stored items to ensure adequate supplies. Work requires the use of independent judgment and initiative. Supervision may be exercised over a small number of employees.

EXAMPLES OF WORK: (Illustrative Only)

GENERAL:

Supervises and participates in the receiving, unloading and issuing of all supplies, chemicals, materials, equipment, and food items and prepares them for proper storing and/or delivery;

Supervises and participates in the checking of delivery of ordered items, and inspecting them for correct order, quality and quantity;

Prepares and processes purchase orders for stock items in order to maintain an adequate inventory of supplies, forms, and equipment;

Checks requisitions to insure that coding, quantities requested, quantities issued and authorizations are correct;

Follows up on ordered items with the Bureau of Purchase or departmental Administrative Services when appropriate;

Calls vendors to track orders placed and/or to rectify problems that may occur in receiving damaged and/or wrong items; performs analyses of inventory as required;

Conducts periodic inventories to determine the need for stocking replacement and to review the utilization rate and shelf life of stock items;

Initiates credit procedures for damages, undelivered or reordered items to ensure non-duplication;

Maintains control over inactive, unusual and/or excessive use of stock items;

Maintains automated records and reports of items ordered, received and in stock in order to track utilization rates and cost of supplies;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software;

Supervises and operates hand and power driven equipment to move bulk items;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Takes periodic inventory on all items, including cars and equipment, and maintains inventory records on same;

Performs minor repairs, maintenance and upkeep of equipment;

Contacts outside service companies for repair of equipment and maintains records of such repairs;

Maintains the storeroom/warehouse in a clean and orderly condition and ensures security of inventory and facility;

Prepares motor pool authorization forms and audits charges to department;

Assists in the coordinating and moving of office furniture and/or equipment;

Provides for security of movable office equipment;

Coordinates and supervises the handling of records for shipment to the Records Center; insures that required data is microfilmed and that records are properly retrieved and/or discarded;

Purchases stamps and fills postage meter as required;

Screens and routes incoming mail;

Maintains a complete set of spare keys for desks; cabinets, stockroom area and automobiles;

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (incidental vs extensive);

May perform other incidental tasks, as required;

IF ASSIGNED TO THE DEPARTMENT OF LABS & RESEARCH:

(In addition to the general examples)

Removes Biohazard/Medical wastes (Red bins) from Cold Storage and transfers it to the loading dock for vendor pick-up as scheduled; signs-off on pick-up manifests and maintains required manifest records;

Bags soiled laboratory laundry and transfers it for vendor pick-up onto the loading dock as per schedule;

Orders, stores away and maintains facility's gas cylinder inventory;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Monitors and manages recycling bins within the office areas;

Arranges for package shipments on behalf of laboratory staff to be picked-up by major ground carriers to clients;

Maintains the Stockroom and Loading Dock areas in a clean and orderly condition and ensures the safety and security of supply inventory/equipment and facility access.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of methods and practices used in ordering, storing, maintaining and issuing merchandise; good knowledge of simple arithmetic; familiarity with general office and purchasing practices; ability to communicate effectively both orally and in writing; manual dexterity to be able to move boxes, packages, equipment and other items; skill in the operation of power equipment and automotive equipment to move and distribute stock items; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential function of the position; judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and three years of experience in the purchasing, ordering, receiving, storing and/or issuing of equipment, materials, and supplies.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to two years of the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.