

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

STOREKEEPER 3

DEFINITION

Performs technical work activities in the receipt, handling, storage and issuance of equipment, foodstuffs, materials, merchandise, parts, supplies, tools and related items in order to manage a stores operation, and leads two or more employees, volunteers, inmates or residents in performing stores operations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing workload and checking work; may make suggestions on selection, promotions and reassignments.

Receives and assigns orders for compilation, packaging and shipment to locations.

Determines method of shipment for orders that are sent.

Uses catalogs, parts lists and related documents in the stores operation.

Takes periodic and annual inventories; maintains inventory controls; accounts for inventory discrepancies and makes appropriate reports and recommendations to superiors.

Makes recommendations concerning stock levels and items to be stocked.

Contacts vendors, manufacturers and transportation companies on complaints.

Places items in bins, containers, floors, lockers and shelves according to the characteristics of the items to be stored.

Posts information in ledgers or to other records; extracts data from receiving or shipping papers, requisitions and related documents.

COMPETENCIES REQUIRED

Knowledge of the characteristics, features, and uses of items supplied.

Knowledge of the objectives of a supply system operation.

Ability to learn and apply departmental supply regulations and procedures.

Ability to lift heavy objects and perform prolonged physical labor.

Ability to perform mathematical calculations involving addition, subtraction, multiplication and division.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to three years of full-time clerical, inventory, stores, supply, warehousing or other job related work;

OR

employees with current continuous experience in the state executive branch that includes experience equal to twelve months of full-time work as a storekeeper 2.

NOTE:

Designated positions in this job class require applicants to obtain the required Commercial Drivers License and endorsements within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 3/01 MF