

City of Dallas
Classification Specification

Title:	Senior Storekeeper	Class Code:	38015
Application:	Career Series	Pay Grade:	E
Supplemental/Code:	Service Maintenance/8	Established:	10/01/94
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose

Leads and participates in the activities of workers engaged in ordering, issuing, receiving, storing, inventorying, and delivering materials (i.e., tools, equipment, parts, uniforms, and various special requests) to ensure efficient and effective operation of a storeroom, warehouse and/or yard.

Essential Functions

1. Plans, schedules, and coordinates the activities of lower level storekeepers and participates in ordering, receiving, shipping, unpacking, inspecting, storing, issuing and delivery of goods, supplies, equipment and materials used in a storeroom, warehouse and/or yard in accordance with city and departmental guidelines.
2. Monitors and maintains adequate inventory, accurate records and reports for assigned location to ensure proper internal controls and accountability of materials.
3. Processes requisitions and price agreement orders to maintain adequate levels of inventory for the efficient operation of a storeroom, warehouse and/or yard.
4. Reviews purchase orders, price agreements, direct pay and office services orders to ensure documents are correct and accurate.
5. Inspects operations and demonstrates proper accounting, receiving, storing, issuing and safety methods to lower level storekeepers according to departmental procedures.
6. Identifies and disposes of obsolete inventory according to municipal controls for disposal.
7. Resolves complaints related to materials and problems with departmental employees, customers and vendors in accordance with departmental guidelines.
8. Recommends changes in policies and procedures for storeroom and warehouse activities.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work Depending on Location

Ability to perform as a lead worker to other employees and to coordinate activities of routine and complex storeroom duties.

Ability to train, direct, and make work assignments.

Knowledge of principles of purchasing, quality controls, and quantity of materials needed in the inventory.

Ability to identify and resolve problems related to storekeeping activities.

Ability to maintain accurate inventory and stock records.

Ability to establish and maintain an effective working relationship with vendors, buyers, other city employees and the general public.

Knowledge of inventory systems, methods and procedures.

Ability to create and use record keeping systems (e.g., alphabetical, numerical, chronological).

Ability to assign, instruct and guide the work of subordinates.

Ability to type, write, and understand and follow written and oral instructions.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards

May handle numerous chemical agents in the custody of the department.

Works in property room, warehouse, supply room, or office.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required