



Code: 1819
Family: Facilities
Service: Administrative
Group: Statistical, Technical, and Mercantile
Series: Storekeeping

CLASS TITLE: CHIEF STOREKEEPER

CHARACTERISTICS OF THE CLASS

Under general supervision, the class is supervisory in nature directing and coordinating storekeeping and inventory control activities for a large City department with large and varied stock, and performs related duties as required

ESSENTIAL DUTIES

- Supervises staff engaged in the receipt, storage, inventorying and issuance of supplies, materials and equipment
- Implements and ensures appropriate storekeeping procedures are followed in the stocking of shelves, filling of supply orders and issuance of stock
- Implements inventory procedures to effectively control and minimize the loss of physical property
- Approves requisitions to order supplies, materials and equipment from contracted vendors to maintain pre-determined minimum and maximum stock levels
- Supervises staff engaged in receiving and inspecting ordered stock against invoices and receiving reports to ensure the accuracy of deliveries
- Oversees staff responsible for contacting vendors to resolve problems regarding received items that are damaged or incomplete and to obtain delivery information on supplies and equipment ordered
- Plans and oversees the conduct of physical inventories of stock items and property and reconciles with inventory records
- Oversees the maintenance of manual and computerized inventory records to track physical property, stock levels, and usage of consumable items
- Reviews reports of missing physical property and prepares appropriate paperwork to document reduction in department's inventory
- Monitors usage rate of supplies to identify opportunities to control expenditures
- Responds to inquiries from vendors regarding deliveries and payment
- Oversees the salvage or disposal of obsolete and defective equipment and supplies
- Trains subordinate personnel in inventory control and storekeeping procedures
- Prepares budgetary, inventory control reports, statistical and activity reports
- May operate hand trucks, lifts and jacks to unload, transport and store supplies

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Four years of inventory control or storekeeping experience, of which two years are in a supervisory role related to the responsibilities of the position, or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- Some positions may require a valid State of Illinois Driver's License

WORKING CONDITIONS

- General warehouse or storeroom environment
- Exposure to fumes, noise and dust
- Exposure to abnormal temperatures

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Communication equipment (e.g., two-way radio, pager system)
- Personal protective equipment (e.g., shoes, gloves, vest)
- Manual moving equipment (e.g., hand trucks, dollies)
- Powered moving equipment (e.g., electric or motorized lifts and jacks)

PHYSICAL REQUIREMENTS

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Advanced knowledge of:

- *storeroom and warehouse management methods
- * practices and procedures for receiving, storing, and issuing materials and supplies
- *inventory and control methods, practices, and procedures

Considerable knowledge of:

- *applicable safety principles and practices
- *recordkeeping methods, practices and procedures

Moderate knowledge of:

- *applicable computer software packages and applications
- applicable manual and power driven equipment

Some knowledge of:

- *supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Head Storekeeper class

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- *TIME MANAGEMENT – Manage one's own time and the time of others
- *COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- *INSTRUCTING – Teach others how to do something
- OPERATION AND CONTROL – Control operations of equipment or systems

Other skills as required for successful performance in the Head Storekeeper class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Head Storekeeper class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

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City of Chicago
Department of Human Resources
May, 2013