

Jurisdiction Class: Competitive  
EEO Category: Service/Maintenance  
Revised: 06/24/2025

## **STOREKEEPER**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for operating a central storeroom, including the receipt, storage, and distribution of a wide variety of hospital, general office, or building supplies and equipment. It also includes responsibility for the large-scale purchasing of supplies, materials, and equipment. While the work is carried out with considerable independence in determining methods and procedures, it is subject to review through inspections and accounting controls to ensure efficient storeroom operations. Work is performed under the general supervision of higher-level administrative staff. Supervision may be exercised over subordinate staff performing routine stock handling and clerical duties. The incumbent performs related duties as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Oversees the receipt, storage, and issuance of a variety of supplies and equipment;  
Inspects goods received and approved invoices for payment;  
Assists in the loading and unloading of trucks;  
Keeps perpetual inventory and other records relative to stock on hand;  
Supervises the taking of periodic physical inventories;  
Obtains prices from vendors, prepares requisitions, and recommends purchases to superiors;  
Contacts vendors relative to materials, invoices and contracts;  
Obtains and studies comparative prices and quotations;  
Keeps records and files relating to purchasing;  
Advises department heads on equipment, products and materials;  
Assists with auction activities, as needed;  
Serves as a resource person regarding purchasing for department heads and other officials;  
Plans, assigns, and reviews work of subordinate staff in storeroom.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of storekeeping methods and procedures; good knowledge of purchasing practices and procedures; good knowledge of basic methods of maintaining inventory controls; good knowledge of basic arithmetic as related to duties; ability to analyze and compare prices and quotations; ability to keep records and make reports; ability to use a computer to process and prepare purchase requisitions, and to use e-mail and the internet; ability to supervise and train others; ability to perform manual labor such as lifting heavy objects; integrity and sound judgement.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Two (2) years of experience in the handling, storing, and issuing of equipment and supplies and the maintenance of related records; **OR**
- (B) Two (2) years of experience in the purchasing of a variety of materials, supplies, or equipment for a public or private organization.

**NOTE:** Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.

Adopted: 03/02/1982

Revised: 06/21/1994, 06/05/1995, 06/24/2025