

STORES CLERK CHIEF

KIND OF WORK

Supervisory stores work.

NATURE AND PURPOSE

An employee in this class is responsible for the operation and management of a large departmental or state institution stores unit. Responsibility extends to establishing stores policies for effecting the maintenance of inventory and cost records, the inspection and approval or disapproval of goods received, the filling of requisitions, the revision of specifications for materials and for recommending the purchase and sale of goods.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises and directs employees, students or wards of the state in receiving, examining for acceptance, storing, issuing and shipping supplies, materials and equipment.

Prepares estimates of supply needs for a large department of institution and prepares tentative specifications for materials and equipment.

Prepares requisitions for necessary supplies, secures price quotations and assists with the departmental or institution purchasing.

Supervises the maintenance of complete inventory records of a large variety of materials and supplies, and has custody of all equipment.

Prepares monthly progress reports on employees or wards of the state.

Supervises the cleaning and care of goods and storerooms.

Manages office operations in connection with purchase and supply.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of operations involved in the receipt, recording, storage, custody, repair, maintenance, issuance and shipment of materials, supplies and equipment or other property and in the maintenance of property records and accounts.

Thorough knowledge of the techniques and procedures involved in taking and maintaining inventories, in inspecting and condemning articles, executing requisitions for supplies, making estimates of needs and related functions.

Considerable knowledge of clerical methods and practices and office procedures, including filing, record-keeping and inter-departmental correspondence involved in property and supply activities.

Considerable knowledge of purchasing procedures involving specifications and bids.

Considerable knowledge of office equipment and of its proper care, maintenance, repair and salvage.

Working knowledge of pertinent health and safety requirements and of applicable precautionary measures and devices.

Ability to:

Lay out, direct and supervise the work of assistants, including patients, wards or employees and to manage administrative detail.

Est.: 7/67
Ckd.: 12/92

T.C.:
Former Title(s):