

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR STOREKEEPER **GRADE:** 08

TITLE ABBREVIATION: SR STORE **TITLE NO.:** 6716

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EO CODE:** AS **FLSA CODE:** NE

DEPARTMENT: DEPARTMENT OF GENERAL SERVICES **DIVISION:**

SUPERVISOR'S TITLE: DEPUTY COMMISSIONER OF PROCUREMENT AND COMPLIANCE

DISTINGUISHING FEATURES OF THE CLASS: The work is carried out in accordance with established procedures and involves performing activities related to maintaining Orange County's Virtual Store (i.e. - e-procurement catalogs and punch-outs) and the procurement of supplies and materials, including the solicitation of bids and quotations, and handling the receipt, storage, inventory, distribution and delivery of said supplies and materials, including mail, to the various county departments. An incumbent of this position must be able to lift up to 50 pounds of weight on a regular basis. Work is performed under the general supervision of the Deputy Commissioner of Procurement and Compliance, with leeway allowed for exercise of independent judgment in routine matters. May oversee the work of staff assigned, including the mailroom. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Maintains inventory, orders and purchases supplies and materials for the Orange County Virtual Store, keeping appropriate records and maintaining pertinent files, preparing reports and maintaining logs as required;
2. Compiles, updates and maintains electronic catalogs for the Virtual Store and inventories for asset, surplus, and fleet management;
3. Reviews forms and documentation and fulfills orders received from the various county departments;
4. Charges out Virtual Store requisitions against department accounts using the County financial System and/or e-procurement systems, and maintains other procurement and financial records as required;
5. Prepares bid specifications and purchase contracts for supplies and materials;
6. Prepares and implements successful vending machine service bids and acts as liaison between the various county departments and the vending machine firm(s), as necessary;
7. Maintains perpetual inventory records using electronic systems as required, making periodic physical inventories and opening and closing inventories;

8. Confers with department heads, or their representatives, to determine needs;
9. Opens and distributes paper or electronic mail, maintains paper or electronic logs, answers telephones and discharges other clerical duties related to the procurement function;
10. Processes purchase requests for expendable supplies through Oracle Financial System;
11. Operates office equipment such as keyboards, calculators, copy machines, postage meters, computers and peripheral equipment;
12. May oversee and direct the work of employees assigned to the Virtual Store and may act as back-up Courier as required including runs in to the post office or county job sites;
13. May perform ancillary clerical tasks related to the purchasing function.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of **procurement** principles and procedures; **good** knowledge of inventory controls practices; good knowledge of markets, trade conditions, business methods and purchasing practices; good knowledge of general office routines and practices; working knowledge of large-scale industrial and governmental purchasing practices; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to maintain neat and legible records; ability to lift up to 50 pounds on a regular basis; good organizational skills; integrity; accuracy; orderliness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Completion of sixty (60) credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and one (1) year of work experience which shall have included purchasing responsibilities involving maintaining inventory and accounts utilizing database and/or spreadsheet software; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of experience as described in (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Must possess and maintain a valid driver's license.

Revised: 12.20.16 AT