

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR STOREKEEPER (OCCC) **GRADE:** 08
TITLE ABBREVIATION: SR STOREKEEPER (OCCC) **TITLE NO.:** 6630
JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: COMMUNITY COLLEGE **DIVISION:**
SUPERVISOR'S TITLE: MAINTENANCE MANAGER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for individually managing the operation of the College office and custodial supply stockroom handling a variety of items and for maintaining accounts and records related to the storekeeping function. The work is carried out in accordance with established procedures and involves performing activities related to procuring general and special supplies and materials, and for individually handling the receipt, storage, issue and distribution of said supplies and materials. Work is performed under general supervision with leeway allowed for exercise of independent judgment in routine matters. Heavy manual labor is involved, and an incumbent of this position must be able to lift up to 60 pounds of weight on a regular basis. May oversee the work of Stockroom Helpers and other employees assigned to the storeroom. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Supervises and participates in the operation of the college general storeroom activity and in the receiving, checking and disbursement of all office and custodial supplies for various OCCC departments;
2. Prepares specifications for bids for expendable office supplies and materials, and interviews vendors regarding bids and requisitions;
3. Prepares specifications and purchase contracts for items to be purchased; checks supplies and materials to assure vendor compliance with price and specifications;
4. Prepares requisitions for supplies and materials; may local-purchase items of a priority nature as authorized;
5. Maintains perpetual inventory and necessary file records; makes periodic physical inventories;

6. Assists with unloading supplies from trucks; packs and unpacks supplies and equipment issued;
7. Maintains stockroom files including items such as price circulars, catalog files, correspondence, purchase orders, receiving slips, surplus government equipment;
8. Keeps records and prepares reports and correspondence regarding bids, requisitions, cancellations, price changes and adjustments;
9. May oversee and/or direct the work of employees assigned to the storeroom;
10. May participate in snow removal.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of warehousing principles and procedures; thorough 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 lift up to 60 pounds on a regular basis; 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 (1) one year of work experience which shall have included storekeeping or purchasing responsibilities involving maintaining inventory and accounts; 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.