



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: STOREKEEPER II**

**BARGAINING UNIT:** [CIV BARGAINING](#)

**CODE NUMBER:** 5432

**PAY RANGE CODE:** [02116](#)

**REVISION DATE:** 8/31/17

## **NATURE OF WORK:**

This is responsible work supervising storeroom personnel and participating in the operation of a storeroom. Work involves responsibility for the receipt, accountability, inventory, and safekeeping of supplies and equipment. An incumbent in this classification may receive, store, issue, sell, and inventory supplies, weapons, clothing, and equipment.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Supervises other storeroom personnel, including being involved in the selection process, hiring, training, scheduling, recording time and attendance, discipline, and completing performance appraisals and other personnel action forms.

Supervises and participates in the ordering, receipt, unpacking, counting, packaging, coding, storage, and issuance of supplies and equipment and notifies the Purchasing division of receipts.

Supervises and participates in the receipt, recording, completion, and submission of requisitions and supply orders, conducts periodic and annual inventories, maintains stock control records, and compiles related reports.

Supervises and participates in the receipt of malfunctioning equipment, obtains repair estimates, and arranges for service.

Supervises and participates in the receipt, recording, counting, and deposit of monies from sales of equipment.

Maintains a petty cash fund.

Supervises custodial and minor maintenance activities.

Supervises and participates in the operation of light automotive equipment to receive goods and to transport goods to outlying facilities.

Supervises and participates in ordering, receipt, storage, and sale of weapons and ammunition to officers.

Reviews and processes travel vouchers.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the methods and procedures involved in receiving, storing, accounting, issuing, and ordering parts, tools, and equipment.

Knowledge of record keeping procedures and clerical duties involved in maintaining a storeroom.

Knowledge of safety procedures involved in the processing and storage of parts, tools, and other items.

Skill in the operation of the assigned tools and equipment.

Ability to operate a personal computer and make entries into a mainframe.

Ability to supervise and train subordinate employees.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish procedures for and participate in large inventories.

Ability to understand and follow oral or written instructions and carry them out independently.

Ability to establish and maintain effective working relationships with administrative officials, officers, and the public, occasionally involving adversarial or stressful interactions.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to move and lift up to seventy-five (75) pounds up to 25% of the time; to move and lift up to fifty (50) pounds 26 to 75% of the time; and move and lift up to twenty-five (25) pounds 76 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

High school diploma or its equivalent

AND

Three (3) years of responsible experience in parts room, storeroom, supply room, or police evidence/contraband room activities including computerized inventory control. Must also have responsible supervisory experience to include assigning and reviewing the work of others and preparing work schedules

**SPECIAL QUALIFICATION**

Must possess and maintain a valid motor vehicle operator's license from the time of appointment.

Must possess a forklift operator's permit by the end of the probationary period.

Must be bondable and be willing to submit to a background investigation.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed primarily indoors in a storeroom setting. An incumbent in this position is periodically exposed to unpleasant odors and such items as blood stained weapons or items of clothing.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Telephone  
Forklift

Copier  
Typewriter  
Pickup Truck

Printer  
Adding Machine

Previous Revision Date(s): 2/15/92  
3/25/93  
5/30/96  
11/21/02