



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: STOREKEEPER I

BARGAINING UNIT: [CIV BARGAINING](#)

CODE NUMBER: 5430

PAY RANGE CODE: [02115](#)

REVISION DATE: 8/31/17

NATURE OF WORK:

This is responsible work in the day-to-day operation of a storeroom or supply room. Work involves the receipt, accountability, issuance, inventory, and distribution of supplies and equipment. Work also involves the receipt, accountability, safekeeping, and disbursement of inventory items received by the city department. Items could include firearms, ammunition, chemicals, explosives and other hazardous materials.

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.)*

Completes inventories of supplies and equipment by counting and manually or electronically recording counts in an inventory log.

Transports excess property from the storeroom to the city auction site.

Analyzes current supply and equipment inventory levels and determines necessary items to order.

Orders, receives, counts, verifies, packages, and stores supplies and equipment.

Receives, issues, and records requisitions for supplies and equipment.

Delivers supplies to locations inside and outside of the building.

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 used for the inventory of supplies and equipment.

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

Skill in the operation of the assigned tools and equipment.

Ability to perform basic mathematical computations including addition, subtraction, multiplication, and division.

Ability to read in order to process requisitions and reference supply and equipment reorder quantities documents.

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

Ability to type in order to enter data into a computer and to prepare requisition forms.

Ability to understand oral or written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

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

Ability to sit, stand, or walk from 50 to 75% of the time; and to reach, push, pull, lift, squat, kneel from 25 to 50% 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.)*

Two (2) years of experience in warehouse and storeroom work, including stock control record maintenance experience.

SPECIAL QUALIFICATION

Must possess a valid Class 'O' driver's license.

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

Must 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 in a normal office environment; however, an incumbent in this classification is exposed to increased amounts of odors, dust, and gases.

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): 5/30/96
3/20/97
11/21/02