

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Senior Storeroom Clerk	Job Code: 1023
Date: September 19, 2017	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is senior-level warehouse operations work including controlling and distributing inventory, ordering parts and materials, and maintaining records, reports, and schedules.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated supervisor and perform all tasks under general direction. This work is distinguished from the Storeroom Clerk classification by its responsibility for full inventory control, records management, and accounting tasks.

ESSENTIAL DUTIES: Maintain records, reports, work orders, and documentation relating to facility operations, the flow of materials, and/or retention, maintenance, and service schedules; order, receive, catalog, maintain, and distribute stock items in an orderly and logical manner, including equipment, tools, parts, materials, and other expendable supplies at a designated facility; input information into computerized databases using applicable software program; send materials for repairs; operate motor vehicle including making trips to pick up and return parts and supplies; maintain storage area including cleaning, building shelves, and managing space.

Maintain inventory balances and arrange for purchases of materials, equipment, and supplies as needed; solicit and record cost quotations and average pricing for various items; prepare various records and reports concerning price comparisons and make purchasing recommendations; confer with sales representatives, agencies, and vendors about new stock items, product information, vendor performance, and to correct problems; deliver parts to job sites; assist in warehouse financial reporting regarding issuances, month-end reporting, regular cycle counting, p-card purchases, and all other purchases.

Interact with various groups, outside agencies, and departments; coordinate efforts between groups and issue bills to City departments for materials used and/or service provided; maintain accurate requisition, work order, and inventory control system regarding materials usage and/or provided services; answer phones; some positions may assist in the performance of preventive maintenance activities such as lubrication, parts removal and replacement, and testing of equipment and/or vehicles; perform other related work as required.

MINIMUM REQUIREMENTS: Equivalent to a high school diploma and two (2) years of responsible experience in warehousing, inventory control, accounting, records management, or a related field **OR** an equivalent combination of education and/or experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience]. *NOTE: Applicants appointed directly to a career series position at higher than the entry level must satisfactorily complete the associated advancement criteria during the probationary period.*

License(s)/Certification(s): A valid, current Driver's License is required. Must obtain a valid Commercial Driver's License (CDL) within six (6) months of hire.

SELECTION FACTORS: *Knowledge of:* policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar; techniques and procedures relating to purchasing, cost analysis, work orders, requisitions, scheduling, record keeping, and inventory control; appropriate equipment and tools specific to the work. *Skill in:* maintaining accurate records; operating various office equipment including computers and applicable software; performing data entry into computerized database; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively both verbally and in writing; develop and maintain effective working relationships with coworkers and superiors; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform routine mathematical calculations quickly and accurately; understand and follow verbal and written instructions.

TOOLS AND EQUIPMENT USED: May require the use of hand tools, generators, drills, scales, hoists, jack trucks, and forklifts, barcode label machines and scanners, radio frequency handheld communication equipment, 10-key calculator, protective safety equipment and clothing, office equipment including telephones, computers, word processors, applicable software programs.

PHYSICAL DEMANDS: Regularly walk, stand, reach, or stoop; requires lifting up to 50 lbs.; ascend or descend ladders, scaffolding, ramps, poles, and similar equipment; use tools or equipment requiring a high degree of dexterity.

ENVIRONMENTAL FACTORS: Regularly perform work inside and outside; exposure to dust and dirt, harsh weather conditions, and possible bodily injury from falling items and moving mechanical parts of machinery, equipment, and/or tools. *On call or after hours work may be required. Schedule may require extended hours outside of normal shift work from time to time.*



 Department Director

9/13/17

 Date



 Mayor/Chief Administrative Officer

9/19/17

 Date

NOTE: *The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*