

MORGAN STATE UNIVERSITY

JOB SPECIFICATON



STOREKEEPER III

Class Code: 00878
Pay Range: 09

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, receives, stores, and distributes supplies, materials, and equipment. Ensures policies, procedures, and assignments are followed. Supervises and trains subordinate personnel.

PRIMARY DUTIES

1. Supervises and trains subordinate personnel; determines work priorities, plans schedules, assigns and reviews work.
2. Evaluates methods for improving production, performance, and quality of work and recommends changes in work processes to increase efficiency.
3. Provides assistance and may prepare purchase requisitions. Authorizes release shipments against blanket orders and approves invoices for payment.
4. Receives and inspects shipments for compliance with both delivery documents and purchase order specifications. Tags, labels, etches, or marks for identification all supplies, materials, and equipment received.
5. Responds to inquiries and resolves problems requiring research or interpretation of policies and procedures.
6. Ensures inventory levels by conducting physical inventory of supplies, materials, and equipment.
7. Prepares routine logs, forms, or tally sheets of daily operations. Assists with preparation of special reports.

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8. Follows procedures regarding storage, identification, and stock location.
9. Fills store requisitions for issuing supplies, materials and equipment.
10. May be responsible for performing specialized functions in handling chemicals or food items.

Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Five years related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Thorough knowledge of the procedures and practices of issuing and storing supplies, materials, and equipment. Skill in operating warehouse material handling equipment; in providing guidance and instruction to others. Ability to perform basic mathematics; to communicate effectively both orally and in writing; to supervise and train subordinate personnel; to operate computers and other standard office equipment; to establish and maintain effective work relationships; to perform extensive standing, walking, and climbing; to lift, transport and stock assigned supplies and materials; to wear and work in personal protective equipment.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

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CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job. Valid Maryland Non-commercial Class C or Commercial Class B or equivalent driver's license may be required. If required to obtain a Commercial Driver's License, employees will be subjected to drug and alcohol education and testing as required under Federal Highway Administration and the State of Maryland regulations.