

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION
STOREKEEPER SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise and direct the activities of lower-level staff responsible for warehouse activities. The work requires knowledge of methods and procedures related to the receipt, storage, and requisitions of supplies and materials, and supervisory techniques, personnel policies, and procedures. The employee plans and lays out his/her own work assignments and the work of other warehouse personnel, and reviews work performance and products to ensure conformance with established methods, practices, and procedures.

There are two classification levels in this job.

Position Code Title - Storekeeper Supervisor-1

Storekeeper Supervisor 8

The employee serves as a first-level supervisor with responsibility for directing the work of lower-level employees and has responsibility for the direction of a warehouse serving an institution or agency, or assists in the direction of a warehouse supplying stockrooms on a statewide basis.

Position Code Title - Storekeeper Supervisor-2

Storekeeper Supervisor 9

The employee serves as a second-level supervisor with responsibility for directing lower-level employees and has overall responsibility for directing a warehouse supplying stockrooms on a statewide basis.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, organizes, directs, and controls the work activities of an agency or institution warehouse.

Determines items and quantities of stock to be purchased and maintained.

Controls the disbursement of supplies and material through directing the posting of inventory control cards or automated systems.

Inspects items as to quality and quantity against freight documents.

Resolves discrepancies in requisitions, purchase orders, and delivery reports by contacting vendors or requesters.

Stocks materials according to a prescribed inventory system.

Counts, weighs, and measures goods received or issued.

Directs the maintenance and operation of gas, electric, or hand operated stores equipment.

Establishes standards and methods for packaging and storing supplies and materials.

Estimates cost and assigns account codes to items purchased.

Unpacks incoming goods and wraps and packs outgoing goods.

Unloads materials from trucks by hand or with hand operated or motorized equipment.

Maintains catalogs of available stock items.

Prepares and files complaints on unsatisfactory shipments.

Selects, administers, and documents progressive and corrective disciplinary measures.

Reviews resumes of job candidates, prepares and conducts hiring interviews, and selects the most qualified candidate.

Plans and conducts in-service training programs for employees.

Attends meetings with vendors and suppliers.

Supervises and participates in recycling of paper, plastic, Styrofoam, and cardboard.

Opens, timestamps, separates, and distributes incoming mail in a mail/stores room.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 8 level and thorough knowledge is required at the 9 level.

Knowledge of standard practices, procedures, and equipment used in the receipt, storage, requisitioning, and disbursement of supplies and materials.

Knowledge of training and supervising techniques and employee policies and procedures.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Knowledge of labor relations and applicable union contracts.

Knowledge of equal employment opportunity policies and procedures.

Ability to instruct and supervise employees.

Ability to maintain work schedules and uphold work standards.

Ability to monitor and evaluate program and organizational performance in order to assess efficiency and effectiveness.

Ability to maintain records and prepare reports.

Ability to conduct training and informational sessions.

Ability to communicate effectively with others, both verbally and in writing.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

The job duties require an employee to bend, reach, stoop, stand and/or walk for extended periods.

The job duties require an employee to lift and/or move heavy objects.

Education

No specific type or amount is required.

Experience

Storekeeper Supervisor 8

Five years of experience equivalent to a Storekeeper, including three years equivalent to a Storekeeper E6 or two years equivalent to a Storekeeper 7.

Storekeeper Supervisor 9

Six years of experience equivalent to a Storekeeper, including four years equivalent to a Storekeeper E6, three years equivalent to a Storekeeper 7, or one year equivalent to a Storekeeper Supervisor 8.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STORKPSPV

Job Code Description

STOREKEEPER SUPERVISOR

Position Title

Storekeeper Supervisor-1

Storekeeper Supervisor-2

Position Code

STORSPV1

STORSPV2

Pay Schedule

NERE-063

NERE-065

SC

03/13/2016