

**HIGHWAYS STOREKEEPER**

**Nature of Work:** Under general supervision, assists in the supervision of the purchasing and inventory of all equipment and supplies utilized by a district or division of the Division of Highways. Leads activities of storeroom personnel in the purchasing, receiving, shipping, storing, and recording of materials. May specialize in the most complex purchasing activities as distinguished from other storekeeper positions. Performs related work as required.

**Examples of Work**

Leads the work of storeroom personnel in the purchasing, receiving, shipping, storing, and recording of materials. Purchases and distributes supplies and equipment to all organizations' storerooms under control of district or division storeroom.

Writes vendor contracts, orders, specifications and prepares estimates of cost for supplies and equipment.

Authorizes one-time and small quantity specified amount purchases not under state contract.

Ensures materials received meet purchase order requirements. Uses computer to input data and to track and check inventory levels and status of orders and payments.

Performs analysis of computer inventory printouts with receipts, reports and files.

May resolve problems which may arise in day to day operations and corrects errors as necessary.

Oversees annual physical inventory control.

**Knowledge, Skills and Abilities**

Knowledge of department purchasing procedures.

Knowledge of storeroom methods and procedures.

Knowledge of the various types and grades equipment and supplies used by the division or district.

Knowledge of safe handling procedures and shipping methods for equipment and supplies.

Knowledge of basic bookkeeping and filing systems.

Ability to organize, assign and coordinate work of employees.

Ability to communicate effectively both orally and in writing.

Ability to maintain complex inventory.

Ability to use a computer and calculator.

Ability to operate a fork lift may be required.

**Minimum Qualifications**

**Training:** Education equivalent to graduation from a standard high school or the equivalent.

**Experience:** Five years of full-time or equivalent part-time paid experience as a storekeeper, in inventory control or procurement in connection with large scale warehouse operation.

Established: 10/21/93  
 Revised: 10/16/97  
 Effective: 12/1/97