

**STORES CLERK III****NATURE OF WORK**

This is responsible work in the receipt, storage, invoice and control of goods in a large departmental storeroom.

Work involves responsibility for ensuring the availability of a wide range of materials, supplies and equipment to meet demands and requirements. Duties include conferring with customers relative to needs, interviewing sales representatives, initiating purchase requisition, maintaining a smooth and expeditious flow of supplies to customers and keeping necessary records. The class responsibilities are distinguished from those of Stores Clerk II by the requirement to supervise a small staff of stores personnel or to manage the total departmental procurement and stores operations. Employees of this class report to an administrative officer or a supply supervisor and are required to exercise considerable judgement and discretion and to work independently within the limits of established policies and rules. Work is supervised through instruction in changes in operating policies, discussions, and through periodic audits and inventories and a continuing but casual observation of services rendered.

**ILLUSTRATIVE EXAMPLES OF WORK**

Plans, supervises and co-ordinates the work of stores employees engaged in the receiving, issuing, storing and recording of a variety of materials, supplies and equipments; assigns and reviews work; sets priorities as necessary.

Ensures that departmental requirements are available by contacting suppliers for quotations, recommending appropriate supplier, preparing purchase orders, provides necessary information for customs officials, receiving shipment, resolving any discrepancies in cost or materials, processes documents for payment and submits damage claims, as necessary.

Ensures that adequate inventories are maintained; initiates orders to replenish items; evaluates quality and cost of materials periodically.

Plans and supervises the efficient utilization of available storage space; identifies materials and supplies requiring specialized storage.

Maintains a complex records and filing system; conducts periodic inventories; prepares reports.

Provides information on outstanding orders; contacts suppliers regarding possible delivery date.

Perform related work as required.

## **REQUIREMENTS OF WORK**

Considerable experience in a storeroom with a wide variety of materials, supplies and equipment relative to area of assignment and preferably including some purchasing experience; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of handling, storage and issuing of various kinds of supplies, materials and equipment.

Considerable knowledge of clerical procedures related to storekeeping and inventory work.

Knowledge of purchasing practices and procedures.

Ability to follow oral and written instructions and to manage storeroom operations.

Ability to inspect materials, supplies and equipment for compliance with specifications and to appraise their value for salvage purposes.

Ability to plan and supervise the work of stores employees.

Ability to make varied mathematical calculations with speed and accuracy.

Ability to maintain complex records and to prepare reports.

Ability to establish and maintain effective working relationships with suppliers, faculty and staff.

**0207**

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