

STORES KEEPER
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position performs manual work and detailed record keeping related to the receipt, storage, distribution, usage and tracking/inventory of materials and supplies in support of the Albany Housing Authority. The duties may include moving, lifting and shelving moderately heavy materials and/or tools and equipment. The incumbent is responsible for the maintenance of inventory items on the Albany Housing Authority's computerized inventory system for the purpose of accurate item balances and order points; regular processing of computerized reporting is required to accomplish this task. Work is performed under the direct supervision of the Director of Maintenance; however, the ability to exercise independent judgment is critical. This is highly responsible work involving inventory control and the security of material storage areas. Familiarity with basic computer operations, inventory control and item labeling/stocking is preferred. May involve supervision of an assistant/helper.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Maintains computerized records of inventory distributed and used following established Albany Housing Authority computer program procedures and operating guidelines;
- Receives, stores and issues supplies, tools, construction materials, hardware, replacement parts, plumbing, electrical, painting and cleaning supplies;
- Maintains a physical inventory of all material received and issued;
- Operates motorized equipment within established safety procedures and guidelines, i.e., a forklift;
- Establishes and maintains appropriate re-order points for all materials;
- Ensures all materials are appropriately and consistently identified and stored;
- Maintains shelving space and labeling for materials in storage areas;
- Generates management reports for stores replenishment;
- Compares the supplies received against the purchase requests or requisitions to ensure accuracy;
- Participates in the Albany Housing Authority's emergency weather schedule;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of modern stores methods and procedures including receiving, storing, maintaining, and issuing supplies;

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- Good knowledge of Albany Housing Authority purchasing and supply policies and regulations;
- Good knowledge of Albany Housing Authority computer program procedures and operational guidelines;
- Working knowledge of central maintenance responsibilities at site locations and the material and equipment used;
- Working knowledge of stores record keeping and inventory control;
- Ability to write legibly;
- Ability to prepare reports;
- Ability to make math computations;
- Ability to follow verbal and written instructions;
- Ability to lift and carry moderately heavy items;
- Ability to operate a fork lift;
- Clerical aptitude;
- Orderliness;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from high school or possession of a high school equivalency diploma and one (1) year experience in keeping and maintaining stores and supplies;
- B) Any equivalent combination of training and experience as defined by the limits of A) above.

SPECIAL NOTE: A valid New York State driver's license is required at the time of appointment and for the duration of employment.

SPECIAL REQUIREMENT: Employees will be required to operate a forklift in the performance of duties.