

STORES MANAGER
(Albany Housing Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent 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 maintains inventory control on the Housing Authority's computerized inventory system. Work is performed under the direct supervision of the Maintenance Foreperson; however, the ability to exercise independent judgment is critical. The incumbent may supervise a Stores Clerk.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Follows established supply policies and regulations, AHA computer program procedures and operational guidelines for inventory maintenance;
- Ensures the effective distribution and management of supplies;
- Receives, stores and issues supplies, tools, construction materials, hardware, replacement parts, plumbing, electrical, painting and cleaning supplies;
- Maintains primary and satellite storerooms;
- Maintains computerized records of inventory used and distributed;
- Generates management reports for stores replenishment;
- Ensures the quality and quantity of supplies received is equivalent to the purchase request or requisition;
- Maintains a physical inventory by recording all material received and issued;
- Maintains the correct allocation of shelving space and labeling for materials in stores;
- Ensures that all materials are appropriately, neatly and consistently stored and identified;
- Designates and maintains appropriate re-order points for all materials;
- May supervise the Stores Clerk in day-to-day operations of the storerooms;
- 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:

- Working knowledge of modern stores methods and procedures including receiving, storing, maintaining, and issuing supplies;
- Working knowledge of the Central Maintenance responsibilities at site locations and the material and the equipment used to complete the work;
- Working knowledge of stores record keeping and inventory control;

- Good organizational skills;
- Ability to use basic computer operations;
- Ability to perform inventory control and item labeling/stocking;
- 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 supervise the work of others;
- Clerical aptitude;
- 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 NYS Motor Vehicle Operators License at the time of appointment and for the duration of employment.