

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **STOREKEEPER, LEAD**

Spec No 8090

### **BASIC FUNCTION**

To oversee the Fleet materials management function, control inventories and store operations.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Ensure that materials are ordered, received, stored and issued in accordance with County purchasing policies and applicable County codes.
2. Oversee the annual physical inventory for all store operations and prepares a summary of results for the Fleet Manager; performs inventory disposal, transfers and adjustments as directed by Fleet Manager.
3. Reviews all payment vouchers initiated by Storekeepers for accuracy and congruence with the invoices, refers corrections to the applicable Storekeeper, and forwards the vouchers to the Fleet Manager for payment authorization; may be delegated the authority to approve payment vouchers under \$500.
4. Monitors item usage at all stores and provides recommendations to the Fleet Manager for inventory additions and deletions; creates new item numbers in the Fleet material management system module.
5. Prepares the annual performance evaluations of the Storekeepers and Sign Specialist; oversees daily store operations, answers Storekeepers inquiries and provides Storekeepers with procedural guidance.
6. Prepares quarterly Washington State fuel tax reports for the division.
7. Prepares contract specifications, equipment specifications and coordinates special projects as directed by the Fleet Manager.

### **STATEMENT OF OTHER JOB DUTIES**

8. May perform the duties of a Storekeeper or Sign Specialist.
9. Provides technical guidance to Fleet Administrative Staff as needed.
10. Performs related duties as required.

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### MINIMUM QUALIFICATIONS

Five (5) years of experience as a stores clerk, storekeeper, warehouse worker, or in inventory control and purchasing work; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities.

### SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- basic mathematics;
- the methods, procedures and techniques used in the receipts, storage, procedures and issuing of a wide variety of equipment, materials, parts and supplies including parts for a wide variety of motor vehicles;
- inventory control and record keeping procedures and practices;
- sources of supply for a wide variety of auto and truck equipment, materials, parts and supplies;
- occupational hazards and safety rules and regulations;
- road maintenance materials and supplies.

Ability to:

- receive, store and issue a wide variety of equipment, materials, parts and supplies;
- monitor stock levels and maintain an adequate inventory of stock items;
- read, understand and use a wide variety of parts catalogs and written materials;
- apply and teach county purchasing procedures and requirements;
- maintain accurate records and prepare routine reports;
- communicate effectively both orally and in writing;
- work independently with out direct supervision;
- establish and maintain effective work relationships with superiors, associates and other employees, vendors, representatives of other agencies, and with the general public;
- follow oral and written instructions;
- operate a motor vehicles skillfully and safely under a variety of traffic and weather conditions;
- read, understand and comply with safety rules and regulations;
- apply and teach computerized inventory control practices and procedures.

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### SUPERVISION

The employee reports to and receives limited supervision from the Fleet Manager. Much of the work is routine and recurring in nature, and the employee carries out assigned tasks in accordance with established procedures and standards. However, the employee is expected to exercise considerable independent judgment in overseeing daily stores operations. The work may be spot checked to ensure compliance with established policies, procedures and standards.

### WORKING CONDITIONS

A majority of the work day is spent in an office environment using a telephone, office machines and networked computer.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: April 2002

EEO Category: 8 – Service and Maintenance Workers

Pay Grade: 905 – Public Works Pay Plan

Workers Comp: 1501 Hazardous