



City of Kansas City, Missouri Job Class Specification

Job Title: STORES MANAGER

Department: MULTI

Job Code: 1307

Status: NONEXEMPT

Grade: NE-4

Summary

This is responsible supervisory and specialized stores work in the operation of several departmental storerooms.

Work involves responsibility for the proper requisition, receipt, storage, issuance, and record-keeping operations of several specialized and decentralized departmental storerooms handling a wide variety of valuable materials, supplies, tools, and equipment. Work is performed with considerable independence, but is reviewed through inspection of assigned storerooms and accounting controls.

Duties and Responsibilities

- Plans, assigns and supervises work of subordinates handling stock and maintaining appropriate records at a decentralized departmental storeroom.
- Makes estimates of stock needs; consults with departmental and other officials as to changes in inventory levels; inspects goods received; reports deliveries as a basis for approving invoices for payment.
- Maintains inventory and other stores records involving large stocks of a varied and specialized nature; maintains departmental inventory controls for stock replenishment.
- Directs and participates as necessary in the proper distribution of goods in filling requisitions.
- Reviews post inventory results for future recommendations or changes in established procedures and instructions; prepares oral and written recommendations as warranted.
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

warehousing methods, safety precautions, and procedures used in the receipt, storage, handling and control of merchandise.

department regulations and procedures affecting special materials and goods and of proper purchasing and requisitioning procedures.

Considerable knowledge of:

the stock needs of individual and combined departmental storeroom outlets.

storekeeping records procedures and ability to maintain established inventory and stock control records.

Ability to:

plan, assign, supervise, and evaluate the work of assigned subordinates.

establish and maintain effective working relationships with associates, subordinates, vendors, and the general public.

Education and Experience

High school graduation and three (3) years experience in the requisition, receipt, storage, control, and issuance of a large variety of materials, tools, parts, fuels, or other stock items. Such experience is to be of an increasingly responsible nature including two (2) years at the level of Stock Clerk.

Certificates/ Licenses/Special Requirements	<ul style="list-style-type: none">▪ Must pass a physical examination as prescribed by the City.▪ Will be required to pass a preemployment drug screen.▪ Must pass a background check as prescribed by the City.
Supervisory Responsibility	Supervision is exercised over a small number of subordinates in handling stock and keeping records.
Supervision Received	Work is performed under general supervision.
	Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.
Created	4/73
Revised	9/06,8/22