



**Code: 1819**  
Family: Facilities  
Service: Administrative  
Group: Statistical, Technical, and Mercantile  
Series: Storekeeping

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## **CLASS TITLE: CHIEF STOREKEEPER**

### **CHARACTERISTICS OF THE CLASS**

Under general supervision, the class is supervisory in nature directing and coordinating storekeeping and inventory control activities for a large City department with large and varied stock, and performs related duties as required

### **ESSENTIAL DUTIES**

- Supervises staff engaged in the receipt, storage, inventorying and issuance of supplies, materials and equipment
- Implements and ensures appropriate storekeeping procedures are followed in the stocking of shelves, filling of supply orders and issuance of stock
- Implements inventory procedures to effectively control and minimize the loss of physical property
- Approves requisitions to order supplies, materials and equipment from contracted vendors to maintain pre-determined minimum and maximum stock levels
- Supervises staff engaged in receiving and inspecting ordered stock against invoices and receiving reports to ensure the accuracy of deliveries
- Oversees staff responsible for contacting vendors to resolve problems regarding received items that are damaged or incomplete and to obtain delivery information on supplies and equipment ordered
- Plans and oversees the conduct of physical inventories of stock items and property and reconciles with inventory records
- Oversees the maintenance of manual and computerized inventory records to track physical property, stock levels, and usage of consumable items
- Reviews reports of missing physical property and prepares appropriate paperwork to document reduction in department's inventory
- Monitors usage rate of supplies to identify opportunities to control expenditures
- Responds to inquiries from vendors regarding deliveries and payment
- Oversees the salvage or disposal of obsolete and defective equipment and supplies
- Trains subordinate personnel in inventory control and storekeeping procedures
- Prepares budgetary, inventory control reports, statistical and activity reports
- May operate hand trucks, lifts and jacks to unload, transport and store supplies

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Four (4) years of inventory control or storekeeping experience, **OR**
- Graduation from an accredited college with an Associate's degree, PLUS two (2) years of inventory control or storekeeping experience, **OR**

- Graduation from an accredited college or university with a Bachelor's degree or higher, PLUS one (1) year of inventory control or storekeeping experience

**Licensure, Certification, or Other Qualifications**

- Some positions may require a valid State of Illinois Driver's License

**WORKING CONDITIONS**

- General warehouse or storeroom environment
- Exposure to fumes, noise, and dust
- Exposure to abnormal temperatures

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer)
- Communication equipment (e.g., two-way radio, pager system)
- Personal protective equipment (e.g., shoes, gloves, vest)
- Manual moving equipment (e.g., hand trucks, dollies)
- Powered moving equipment (e.g., electric or motorized lifts and jacks)

**PHYSICAL REQUIREMENTS**

- Some lifting (up to 25 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**

**Knowledge**

Advanced knowledge of:

- \*storeroom and warehouse management methods
- \* practices and procedures for receiving, storing, and issuing materials and supplies
- \*inventory and control methods, practices, and procedures

Considerable knowledge of:

- \*applicable safety principles and practices
- \*recordkeeping methods, practices and procedures

Moderate knowledge of:

- \*applicable computer software packages and applications
- applicable manual and power driven equipment

Some knowledge of:

- \*supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Head Storekeeper class

**Skills**

- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*ACTIVE LEARNING – Understand the implications of new information for both current and future problem-solving and decision making
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*MATHEMATICS – Use mathematics to solve problems
- MANAGEMENT OF MATERIAL RESOURCES – Obtain and see to the appropriate use of equipment, facilities, and materials needed to do certain work
- \*TIME MANAGEMENT – Manage one's own time and the time of others
- \*COORDINATION WITH OTHERS – Adjust actions in relation to others' actions
- \*INSTRUCTING – Teach others how to do something
- OPERATION AND CONTROL – Control operations of equipment or systems

Other skills as required for successful performance in the Head Storekeeper class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REASON MATHEMATICALLY – Choose the right mathematical methods or formulas to solve a problem
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns

Other abilities as required for successful performance in the Head Storekeeper class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
April, 2024; April, 2025