University Classification: **Storekeeper III**

Job Code: GB72 | Pay Level: 08
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Position #: 00264785 | Org/Dept/Sub-dept #: 90-9170
Position Reports to: **Stephen Castillo** | Position # 00013023
Building: HLI | Part/Full Time: **Full Time, 1 Year Term**
Hours: 8am – 5pm | Work Week: **Standard** Week Details: **Monday – Friday**
Additional Hours: **With some rotating Saturday mornings and holidays.**

**Position Specific Summary:**
The State Hygienic Laboratory seeks a Storekeeper III. Under direct supervision, coordinates day-to-day operation of a large and complex storeroom for the State Hygienic Lab (SHL) Shipping Department. Provides functional supervision to storeroom personnel as required.

**Position Status:** 1 Year Term

**Key Areas of Responsibilities and Specific Job Tasks**

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<thead>
<tr>
<th>Classification</th>
<th>Procure and deliver goods and services</th>
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<tr>
<td>Key Areas of Responsibility</td>
<td>Specific Job Duties and Tasks</td>
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<tr>
<td>Generate and process internal orders, requisitions/orders.</td>
<td>Manage inventory in multiple computer/online applications. Monitor real life supply of stock items, assemble/order sort and assign a variety of packages in conformance with guidelines from regulatory agencies, including the postal service, as necessary.</td>
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<td>Accurately package infectious substances for shipment according to federal and international regulations for proper packaging, marking, and shipping requirements, to avoid delay of shipment due to non-compliance with shipping regulations.</td>
<td>Coordinate with members of other departments in order to facilitate the appropriate completion of work for special projects, both long term and short term.</td>
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<td>Coordinate with members of other departments in order to facilitate the appropriate completion of work for special projects, both long term and short term.</td>
<td>Receiving/communicating quality control results for sample/specimen containers.</td>
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<td>Verify client orders for completeness and accuracy and follow up on discrepancies to resolve problems.</td>
<td>Safe handling of potentially harmful chemical substances, infectious substances including shipping and receiving and dispensing into sampling containers, identification, labeling and coding for items.</td>
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<td>Perform functional supervision and training of less experienced employees and student employees.</td>
<td>Appropriate interaction with the public and outside agencies (FedEx, USPS, clients)</td>
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<td>Keep informed and up to date regarding changes in laboratory procedures and/or state, federal, or international regulations, and maintain necessary certifications.</td>
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Knowledge, Skills, and Abilities

- Extensive use of computer operating systems and various office software (Excel, Word, etc)
- Use of computer database to locate/record information, ability to follow written protocols/instructions to appropriately/accurately complete work.
- Organize, prioritize, and assign work in order to meet various deadlines.
- Ability to adjust work processes to meet the needs of specific clients.
- Use of good judgement/interpretation when dealing with time sensitive tasks/test items to ensure no delays or negative outcomes occur as a result of SHL work.
- Displays professional demeanor in all situations with customers and stakeholders
- Frequent lifting of weights up to and occasionally exceeding 50 pounds.
- Knowledge of storeroom methods and procedures.
- Knowledge of the characteristics uses, and proper handling/storage techniques of items supplied.
- Knowledge of keyboarding and computer data entry skills.
- Ability to interpret and follow oral and written instructions.
- Ability to prepare and maintain stock records, reports, and inventories.
- Ability to communicate effectively with coworkers and constituents.
- Ability to work independently and provide functional supervision.

Universal Competencies

**Collaboration/Positive Impact**

Ability to work with a variety of individuals and groups in a constructive and civil manner and utilize existing resources and learning to achieve or exceed desired outcomes of current and future organizational goals/needs.

**Diversity, Equity and Inclusion**

Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.

**Service Excellence/Customer Focus**

Ability to meet or exceed customer service needs and expectations and provide excellent service in a direct or indirect manner. Ability to effectively transmit and interpret information through appropriate communication with internal and external customers.
This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

As part of performing the key areas of responsibility and competencies described above, staff members are expected to meet reasonable standards of work quality and quantity, as well as expectations for attendance established by their supervisor. Staff members are also expected to comply with policies governing employee responsibilities and conduct, including those contained in the University Operations Manual.

Proficiency levels are defined as:

**Basic Application** - Uses basic understanding of the field to perform job duties; may need some guidance on job duties; applies learning to recommend options to address unusual situations.

**Working Experience** - Successfully completes diverse tasks of the job; applies and enhances knowledge and skill in both usual and unusual issues; needs minimal guidance in addressing unusual situations.

**Extensive Experience** - Performs without assistance; recognized as a resource to others; able to translate complex nuances to others; able to improve processes; focus on broad issues.

**Expert/Leader** - Seen as an expert and/or leader; guides, troubleshoots; has strategic focus; applies knowledge and skill across or in leading multiple projects/orgs; demonstrates knowledge of trends in field; leads in developing new processes.

**Position Qualifications**

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<tr>
<th>Required Qualification</th>
<th>Three years of work experience in storekeeping, accounting, business administration or job-related work.</th>
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<td>Any combination of such experience and post high school education that totals three years.</td>
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<td>Possession of appropriate driver’s license and ability to meet UI Fleet Safety Standards.</td>
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<td>Desirable Qualification</td>
<td>Data Entry experience.</td>
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See requisition # 22004772 at [https://jobs.uiowa.edu](https://jobs.uiowa.edu)

Applicable background checks will be conducted.

The University of Iowa is an equal opportunity/affirmative action employer. All qualified applicants are encouraged to apply and will receive consideration for employment free from discrimination on the basis of race, creed, color, national origin, age, sex, pregnancy, sexual orientation, gender identity, genetic information, religion, associational preference, status as a qualified individual with a disability, or status as a protected veteran.