The State Hygienic Laboratory (Iowa’s Environmental and Public Health Laboratory), at the University of Iowa, under contract with the Iowa Department of Health and Human Services, has an exciting full-time opportunity for a Storekeeper II in the Coralville, Iowa facility. This position will occasionally need to lift up to 50 pounds. Under direct supervision, this position will coordinate day-to-day operation of a large and complex storeroom for the State Hygienic Lab (SHL) Shipping Department.

**Position Specific Summary:**

Key Areas of Responsibilities and Specific Job Tasks

<table>
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<tr>
<th>Classification</th>
<th>Key Areas of Responsibility</th>
<th>Specific Job Duties and Tasks</th>
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<tbody>
<tr>
<td>Procure and deliver goods and services</td>
<td>• Generate and process internal orders, requisitions/orders.</td>
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<td></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>• 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>• 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>
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<td>• Safe handling of potentially harmful chemical substances &amp; infectious.</td>
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<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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<td>• Operate postage meter and scale. Record type of carrier utilized to transport: U.S. Mail, UPS, Federal Express, etc. Indicate address, costs, and charge appropriate accounts.</td>
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<td>• Prepare daily shipping reports/manifests for various shipping carriers.</td>
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</table>
- Accept and sign for deliveries from carrier personnel.
- Review public inquiries by telephone from various health facilities and municipalities and provide information regarding shipping/delivery policies and procedures.
- Use of format and clerical procedures to arrange a variety of material from different sources in a coherent and logical manner.
- Operation of fleet vehicles adhering to UI Fleet Safety Driving Record Review Standards.
- Monitoring/documentation on various equipment in the facility (refrigerators temps, etc.)
- Providing escort in restricted area to various vendors on site. (Stericycle, Praxair)
- Adheres to safe work practices related to chemical hazards.
- Adheres to policies, processes, and procedures regarding PPE use.
- Identifies accounting codes assigned for laboratory services rendered.
- Complies with documented internal policies and guidelines.

**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.
- Possible outdoor operations during inclement weather (clearing snow from fleet vehicles, etc)

**Universal Competencies**

<table>
<thead>
<tr>
<th>Collaboration/Positive Impact</th>
<th>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.</th>
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<tbody>
<tr>
<td>Welcoming and Respectful Environment</td>
<td>Ability to foster a welcoming and respectful workplace environment while recognizing personal differences. Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the importance of a workforce that benefits from the talents of all people across multiple characteristics, including: race, creed, color, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.</td>
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<tr>
<td>Service Excellence/Customer Focus</td>
<td>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.</td>
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</table>
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

| Minimum Eligibility Requirements | • One year of work experience in storekeeping, accounting, business administration or job-related work, or
|                               | • Any combination of such experience and post high school education that totals one year.
| Special Qualification/Licenses | • Possession of a valid state or commercial driver's license, and ability to meet University Fleet Safety Standards.
| Desirable Qualifications       | • Data Entry experience.

See requisition # 24002001 at 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, religion, national origin, age, sex, pregnancy (including childbirth and related conditions), disability, genetic information, status as a U.S. veteran, service in the U.S. military, sexual orientation, gender identity, or associational preferences.