



JOB DESCRIPTION

CLASSIFICATION: STOREKEEPER - POLICE

JOB TITLE: STOREKEEPER - POLICE

REFERENCE NO: 24314

DIVISION: POLICE

DEPARTMENT: OFFICE OF THE CHIEF

APPROVAL DATES: BY: *Alan Murphy* DATE: Mar 7, 2023
CHIEF OF POLICE

BY: *Stan Schwartzberger* DATE: Mar 7, 2023
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This unionized position is responsible for coordinating activities related to the purchase, inventory and distribution of supplies, uniforms, and equipment. This position also provides primary administrative support to the Administrative Section.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Administrative Services Manager.
- Interacts and communicates regularly with all Police Service personnel and other City Departments.
- External relationships are maintained with vendors and the general public.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Order, receive, return, supplies, and attend local vendors for pickups
- Confers with suppliers and conducts price inquiries/quotes for stock items
- Distribute supplies to staff accordingly to MHPS policy and directives
- Maintain inventory, perform on-going cycle counts and periodic inventory counts as needed. Ensure proper and adequate supply of product is on hand to meet needs.
- Maintains office, and stock rooms in a neat and orderly manner.
- Maintain personnel files in relation to the issue and return of equipment, uniforms, and supplies.
- Monitor quality control of all incoming purchases. Inspects and receives goods into inventory ensuring they are in good condition; the commodity and quantity are correct. Sign for deliveries; verify the packages have been delivered to the correct location. Deliver packages to appropriate sections of the Police Service. Unpack merchandise and stock storerooms.
- Generate local purchase orders, purchase order requests and open purchase orders. Verifies the purchase order specifications, prices, quantities have received the proper authorizations and are accurately outlined with quote attached.
- Follow the corporate regulations for use of credit card purchases.
- Reconcile credit card statements and generate monthly report of purchases and descriptions.
- Monitor outstanding orders through follow up with the applicable vendor(s).
- Responds to internal and external customer inquiries or requests for information.
- Research and evaluate before placing Police equipment orders and supplies in accordance with applicable standards, regulations with approval of the Office of the Chief.
- Responsible for the shipping of goods for refunds, disposal, sale or repair.

- Prepare, maintain and update budget accounts and send monthly projections of year end spending for each budget to the Office of the Chief.
- Work directly with the Office of the Chief in budget discussions for the strategic business plan.
- Order and approve printing of internal forms. Create and maintain administrative forms and templates in various applications including spreadsheets, databases and word processing documents.
- Maintain service calls on all standard office equipment. Order supplies for fax and copiers through city stores, internet and phone.
- Coordinate inventory databases and maintenance requirements for assorted Service equipment.
- Prepare presentations and other documentation as required.
- Perform other related duties as requested and required.

REQUIRED COMPETENCIES:

- Sound judgment in determining the choice of action when ordering merchandise, ensuring that the purchases are compliant and appropriate documentation and approval are obtained.
- Excellent knowledge of the principles of inventory management, store keeping practices and purchasing procedures and policies pertaining to Purchasing and Accounting guidelines (payables and receivables).
- Knowledge of specialized police equipment and uniform standards.
- Skilled in the use of Microsoft and other current office software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications, including purchasing systems.
- General knowledge of corporate and common office equipment.
- Confident to challenge existing systems for improvement or creates/develops new viable options.
- Exceptional planning and organizational and time management skills with the ability to work efficiently with a high degree of accuracy, multitask, prioritize and manage large volumes of work,
- Excellent written and verbal skills.
- Able to operate programs with a high level of speed and accuracy.
- Excellent communication and interpersonal skills to facilitate and maintain effective working relations with all levels of the organization, members of the public, and business sector.
- Self-motivated, self-directed, with the ability to make decisions independently.
- Demonstrate high standard of ethics, integrity, and discretion.
- Proven ability to address confidential and sensitive information in a responsible manner
- Demonstrate dependability and reliability.
- Exhibits a high degree of professionalism, provide consistent service under the pressure of conflicting priorities while providing exceptional customer service.
- Ability to work independently, under the direction of others or within a team setting.
- Ability to become familiar with Police standards, practices and terminology.
- Knowledge, understanding and commitment to City's Corporate Safety standards, including Health, Safety and Environmental Management System.
- Knowledge, understanding shipping regulations of Dangerous Goods
- Physical strength and agility sufficient to perform the work.

REQUIRED QUALIFICATIONS:

- Successful completion of a one (1) year program in business administration, office technology, warehousing or parts technician from a recognized post-secondary institution.
- Two (2) years' experience with stores and/or purchasing processes in a related field.
- Ability to obtain certification in standard First Aid/CPR and AED.
- Knowledge of WHMIS and Transportation of Dangerous Goods procedures and practices.
- Possess and maintain a Class 5 Alberta Driver's license with an acceptable driving record.
- Must pass a full Police Service security clearance including a polygraph examination.
- An equivalent combination of management approved training and experience may be considered.