

# POSITION DESCRIPTION



Murrumbidgee  
COUNCIL

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<b>Position Title:</b>	Storeperson		
<b>Business Unit:</b>	Finance	<b>Classification/Grade:</b>	Band 1 Level 3 Grade 3
<b>Position No:</b>	MC 347	<b>Reports to:</b>	MC 220 Finance Manager
<b>Location:</b>	Darlington Point	<b>Positions reporting directly to this position:</b>	Nil

## Primary Purpose of the Position

The position is responsible for receiving and issuing stores items and procurement and placement of orders for goods and services.

## Roles & Responsibilities

The **Storeperson** is directly responsible for the following roles and responsibilities:

1. Place and receive orders for goods and services.
2. Maintain stock and computer records, files, catalogues and other documents.
3. Reconcile orders, invoices and accounts including allocation of costs.
4. Issue goods and materials and obtain quotes
5. Carry out regular stock takes and at the end of June.
6. Monitor fuel and oil costs.
7. Operate manual handling equipment.
8. Other duties within the skills, competencies and grading of the role as directed by the Finance Manager.

## Authority and accountability

- Responsibility as a trainer/co-ordinator for the operation of a small section which uses staff and other resources, or the position completes tasks requiring specialised technical/administrative skills.

## Judgement and problem solving

- Skills to solve problems which require assessment of options with freedom within procedural limits in changing the way work is done or in the delegation of work. Assistance may be readily available from others in solving problems.

## Specialist knowledge and skills

- Positions will have specialised knowledge in a number of advanced skill areas relating to the more complex elements of the job.

## Management skills

- May require skills in supervising a team of staff, to motivate and monitor performance against work outcomes.

**Interpersonal skills**

- In addition to interpersonal skills in managing others, the position may involve explaining issues/policy to the public or others and reconcile different points of view.

**Qualifications & Experience**

- A minimum of 3 years stores experience
- Demonstrated skills and experience with Microsoft Office suite and records systems
- Verification of Competency on appropriate equipment
- Chemical Handling Certificate
- Current C class driver licence
- Forklift licence

**Desirable Experience/Qualifications**

- Previous recent experience in local government or other government entities
- Certificate IV in Procurement and Contracting

**Authorisation:**

<b>Prepared By:</b>	GM/ HR	<b>Date Issued:</b>	July 2019
<b>Current Incumbent</b>		<b>Date Commenced:</b>	
<b>Manager:</b>			
<b>Reviewed By:</b>		<b>Date:</b>	

This position description is subject to change from time to time as Council's organisation may be developed or restructured. Any such reorganisation of duties shall be the subject of discussion with the position incumbent.