

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency MIL AFFR CENTRAL OFFICE
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Department of Military and Veterans Affairs
4. Civil Service Position Code Description STOREKEEPER-E	10. Division Michigan Youth Challenge Academy
5. Working Title (What the agency calls the position) Storekeeper	11. Section
6. Name and Position Code Description of Direct Supervisor GONSER, KAREN D; DEPARTMENTAL MANAGER-2	12. Unit Logistics
7. Name and Position Code Description of Second Level Supervisor GILLUM, MICHAEL W; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 5500 Armstrong Rd., Battle Creek, MI / Varied Hours
14. General Summary of Function/Purpose of Position Assists in the receipt, storage, requisitioning and disbursement of supplies and materials, post amounts of items to inventory control in computerized system, equipment maintenance, procurement of parts from vendors and other duties as assigned.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary: **Percentage: 25**

Digital tracking of academy inventory, ordering materials from supply sources.

Individual tasks related to the duty:

- Tracking all MYC Academy inventory on a computerized database.
- Maintain and use a database containing resource information for equipment requisition.

Duty 2

General Summary: **Percentage: 25**

Process paperwork within the supply system.

Individual tasks related to the duty:

- Process orders forms through MYC Academy supply.
- Maintain Academy Hand Receipt and log for various items (phone, clothing, radios, keys, etc.) used by employees.
- Process and document equipment returned to MYC Academy supply.

Duty 3

General Summary: **Percentage: 25**

Research and procure equipment and supplies from vendors.

Individual tasks related to the duty:

- Research and compare product quality and cost among several potential local vendors.
- Procure equipment and supplies at vendor location.

Duty 4

General Summary: **Percentage: 10**

General house cleaning. Conduct pickup, drop off and redistribution of linen's to the laundry facility. Oversight of the MYCA vehicles.

Individual tasks related to the duty:

- Individual will always maintain supply room and distribution room in a neat and orderly manner.
- Individual is responsible to ensure all linen, including towels and bedding, is picked up in the Linen Department, dropped off at the laundry pickup point, and redistributed to the cadets.
- Ensure logbooks are properly maintained and reflect destination/miles accrued and file monthly required reports.
- Ensure that all vehicles are maintained and clean, records are updated routinely.
- Employee is responsible for driving MYCA vehicles to and from locations for regular servicing, maintenance, repairs, inspections, and related vehicle needs.

Duty 5

General Summary: **Percentage: 10**

All other duties as assigned.

Individual tasks related to the duty:

- Employees are required to pick up, transport supplies, materials, and equipment to and from locations where MYCA youth are participating in scheduled programming.
- Employees are required to pick up, transport, and return program supplies, materials, and equipment that are essential to the day to day functioning of the MYCA program.
- Provide logistical support to academy events.

Duty 6

General Summary:

Percentage: 5

Receive, inspect and issue equipment and supplies.

Individual tasks related to the duty:

- Receive shipments from vendors.
- Inspect shipments for completeness and damage.
- Coordinate and issue equipment.
- Issue janitorial supplies to Cadre and Cadets as needed.
- Issue tools to Cadre and Cadets as needed.
- Manage Cadet supply store.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

- A. Best price comparison which affects the MYC Academy budget.
- B. Coordinate pickup and delivery times with vendors which affects the timeliness of work projects..
- C. Determine logistical needs of the organization.

17. Describe the types of decisions that require the supervisor's review.

- A. Amount and type of items purchased.
- B. Prior approval on all purchases.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

- A. Regularly work in front of a computer terminal.
- B. Transport heavy objects.
- C. Regularly drive a program vehicle to transport equipment and personnel.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Maintain 100% accountability of supplies and equipment.

Maintain computerized logistics accountability system.

Research, procure and process supplies.

Regularly and substantially drive MYCA vehicles to transport supplies or personnel to various locations to ensure reliable support for daily operations.

Maintain vehicle cleanliness and operations by driving to and from servicing locations regularly.

***The list of duties and responsibilities is not intended to be inclusive and MYCA/DMVA reserves the right to assign additional duties and responsibilities as necessary.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

The essential functions of the position have not been changed. The changes made are to reflect the current operational needs of the position.

Duty #1 was modified to remove "Defense Reutilization Management System (DRMS)" from the general summary.

Duty #2 was modified to add "keys" and "process and document" to the individual tasks.

Duty #4 was modified to rephrase the first individual task. Task 2 changed "Dormitory" to "Linen Department". Task 3 added "file monthly required reports." Task 5 was added to Duty #4.

Duty #5 was modified to remove "Provide transportation for Cadets to and from various places and events." Individual tasks 1 and 2 were added to Duty #5.

Duty #6 was modified to remove "DRSM" from individual task 1.

Box #18 was modified to include "regularly".

Box #23 was modified to include "Regularly and substantially drive MYCA vehicles to transport supplies or personnel to various locations to ensure reliable support for daily operations." Additionally, "by driving to and from servicing locations regularly" was added to the essential functions of the position.

25. What is the function of the work area and how does this position fit into that function?

To research and procure equipment, supplies and tools for the Michigan Youth Challenge Academy in order to maintain effective logistical systems, supporting academy operations.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

No specific type or amount is required.

EXPERIENCE:

Storekeeper 5

No specific type or amount is required.

Storekeeper E6

One year of experience in the storage, handling and distribution of materials, or in the operation of mail handling and sorting machines, and related equipment.

KNOWLEDGE, SKILLS, AND ABILITIES:

Computer knowledge, supply procedures and documentation, ability to deal with military and non-military customers and vendors. Knowledge of occupational hazards and safety precaution applicable to the work. Ability to communicate effectively with others. Ability to shelve, store, and distribute materials.

CERTIFICATES, LICENSES, REGISTRATIONS:

Must maintain a valid Michigan Driver's License.

Willingness to submit to background investigation.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

I certify that the entries on these pages are accurate and complete.

MARIAN FITZSIMMONS

2/17/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date