

Lead Storekeeper (5061C) Berkeley IT, 71094
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242547>

Downloaded On: Aug. 10, 2024 11:24am

Posted Aug. 2, 2024, set to expire Nov. 28, 2024

Job Title	Lead Storekeeper (5061C) Berkeley IT, 71094
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Aug. 2, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Information Technology Administrative Support/Services
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Job Description	

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education,

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distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

Departmental Overview

Berkeley IT believes in and fosters a workplace environment where people can bring their diverse skills, perspectives and experiences toward achieving our goals through a process of critical inquiry, discovery, innovation, while simultaneously committing to making positive contributions towards the betterment of our world.

In addition, members of the Berkeley IT community have created and endorse the following values for our organization to augment and amplify the campus principles:

We champion diversity.

We act with integrity.

We deliver.

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We innovate.

Diversity, Inclusion, and Belonging are more than just suggestions for us. They are the guiding principles underlying how we come together, develop leaders at all levels of the organization, and create an environment that unites us. We affirm the dignity of all individuals, call upon our leaders to address critical issues with integrity and intention, respect our differences as well as our commonalities, and strive to uphold a just community free from discrimination and hate.

Team Overview

This position is in the Building & Equipment Management Team of Berkeley IT's Business Operations. The Business Operations unit enables the Berkeley IT organization to strategically manage our resources, our high priority initiatives, optimize our day-to-day operations, and provide leadership with the metrics and data they need to make informed decisions.

Application Review Date

The First Review Date for this job is: 8/5/2024

Responsibilities

- Acts as In-House Lead Storekeeper which includes inventory control, shipping and receiving, service order processing, order and stock network equipment and office supplies. Process and update campus equipment inventory management (BETS) Berkeley Equipment Tracking System for Berkeley IT. Department deliveries as necessary.
- Maintain a clean driving record. Communicate and schedule department vehicle maintenance and inspections. Order and process campus parking permits for BIT vehicles.
- Engage in continuous professional development.
- Other duties as assigned.

Required Qualifications

- Ability to create and maintain an organized warehouse environment.
- Excellent customer service skills.
- Attention to detail.
- Demonstrate and practice exemplary safety standards.
- Ability to work alone.

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- Working knowledge of practices and procedures relating to facility maintenance.
- Clean driving record.
- Active listening, interpersonal communication and problem-solving skills to effectively resolve questions, concerns, issues or problems and ensure cooperative and productive working relationships.
- Ability to work in partnership with a diverse group of employees.
- Valid California driver's license.

Preferred Qualifications

- Knowledge of BearBuy and campus procedures.
- Experience with Google Workplace; Microsoft Excel/Word.
- Impeccable driving record.
- Experience with a significant, sensitive and diverse population.

Salary & Benefits

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for full UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is **\$28.06 per hour to \$32.90 per hour.**

How to Apply

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To apply, please submit your resume and cover letter.

Driving Required

A valid driver's license and DMV check for driving record is required.

Other Information

- This is not a visa opportunity.
- This is a hybrid position, with up to 40% remote work eligibility.
- This recruitment has 1 opening.
- This position is governed by the terms and conditions in the agreement for the Service Unit (SX) between the University of California and the American Federation of State, County and Municipal Employees (AFSCME). The current bargaining agreement manual can be found at:

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/sx/index.html>

Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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To apply, visit

https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

University of California, Berkeley

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