



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: **MATERIALS COORDINATOR**
(Provisional* Appointment)

SALARY: \$42,074 - \$57,647 annually

LOCATION: Monroe County Department of Environmental Services

HOURS: Normally Monday through Friday – 4- hours per week. 24/7 operation may require extended days, overtime, standby, call in, weekends, holidays.

JOB SUMMARY:

This position is responsible for coordinating and monitoring the purchasing, movement and inventory of supplies and equipment, as well as the maintenance of reliability based asset and inventory management computerized programs. The employee reports directly to, and works under the general supervision of a Senior Inventory Control Supervisor or other higher-level staff member. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent experience in purchasing, materials management, and product or inventory control; OR experience involving receiving, storing, processing, and disbursing stock; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:

From July 2022 through December 2023 Monroe County will be providing full-time employees a quarterly \$500 retention payment.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: June 16, 2022

Posting Deadline: Until Filled

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.