



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Cheryl Dinolfo  
County Executive

Brayton McK. Connard, SPHR  
Director

**TITLE:** **SENIOR INVENTORY CONTROL SUPERVISOR**  
(Provisional\* Appointment)

**SALARY:** \$49,130 - \$62,309 annually

**LOCATION:** Monroe County Department of Environmental Services

**WORK SCHEDULE/HOURS:** Normally Monday - Friday (40 hours per week), call-ins, standby, overtime, weekends, and holidays as may be needed or required

**JOB SUMMARY:**

This is a senior level supervisory position responsible for overseeing a computerized inventory system for a large department or agency. Work involves planning, coordinating, implementing, and supervising inventory, operations, maintenance, purchasing and budget activities as related to warehousing activities. The employee reports directly to, and works under the general direction of, an administrative staff member. General supervision is exercised over a subordinate staff. Does related work as required.

**MINIMUM QUALIFICATIONS:**

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

- (A) Six (6) years paid full-time or its part-time equivalent experience in sales, purchasing or inventory maintenance, two (2) years of which must have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree plus four (4) years of experience as defined in (A) above, two (2) years of which must have been in a supervisory capacity; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) 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.

**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:** January 4, 2018

**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.