



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **STOCKROOM SUPERVISOR (Provisional* Appointment)**

SALARY: \$30,532 - \$38,722 annually

LOCATION: Monroe County Department of Environmental Services

WORK SCHEDULE: 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 stores position involving independent operation of a stockroom (not storehouse or warehouse) for a department within a governmental jurisdiction. Employees perform stores functions of receiving, storing, processing and disbursing, and also order stock and follow up on orders. This position differs from Stock Clerk by virtue of the degree of independence exercised and by greater responsibility for stock, stockroom operation, ordering and inventory control, including the direct purchase of stock. Employees may be required to operate mechanical storehouse equipment and to move weights of approximately fifty (50) pounds. The employee reports directly to, and works under the general supervision of, a Materials Manager, Fleet Manager or other higher level staff member. General supervision may be exercised over subordinate staff. Does related work as required.

MINIMUM QUALIFICATIONS:

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

- (A) Two (2) years paid full-time or its part-time equivalent experience in purchasing, receiving, storing and issuing stock, or managing an inventory management maintenance system; OR,
- (B) Successful completion of thirty (30) college semester credits plus one (1) year paid full-time or its part-time equivalent experience as defined in (A) above; 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: April 17, 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.