

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Administrative Storekeeper	Level: M - 3
Title Code No: 10038	Salary: \$60,740.00 - \$162,014.00
Office Title: Director, Systems & Administrative Services	Work location: 66-26 Metropolitan Ave., Queens N.Y. 11379
Division/Work Unit: DMSS/Materials Management	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Storekeeper M-3 to work within the Division of Municipal Supply Services' (DMSS) Materials Management Unit. In the capacity of Director, Systems & Administrative Services, the prospective candidate will be responsible for performing the following duties and responsibilities, but not limited to:

- Oversee purchasing, administration and inventory control operations for the DCAS/DMSS Central Storehouse
- Formulate warehousing policies in consultation with senior management
- Responsible for the production of statistical data related to Storehouse operations, analyzing data to identify trends that can be used to develop more effective buying and/or staffing plans and developing new analyses to improve operations and/or facilitate recommendations for changes and improvements
- Manage the Storehouse facility, including custodial services and staffing and be the primary liaison with the landlord and applicable City offices
- Conduct staff meetings, monitor staff performance and follow up on recommendations to improve and enhance staff performance
- Administer the Storehouse budget, including expense and capital budget requests and monitoring of OTPS expenditure and balance
- Oversee monthly management reports including inventory costs, inventory value, turnover rate, backorders, stock outs, personnel charts and overall operating cost ratio
- Monitor back orders and deal with vendors and DMSS Procurement to resolve issues
- Manage the procurement of supplies and materials for various units
- Oversee maintenance shop and be in charge of overall maintenance of physical plant and fleet of material handling equipment
- Collaborate with DMSS Special Projects to implement the Inventory Management System (IMS) project aimed at automating inventory system, provide appropriate resources and ensure that the previously identified system requirements are met by the new application
- Develop on-going training materials and schedules that will be implemented after the IMS project goes into production
- Manage training internally for Storehouse staff and externally for agency users of Storehouse applications
- Oversee facility payroll and time and attendance records
- Perform other related duties as may be requested

New York City residency is required within 90 days of appointment.

Qualification Requirements

1. Six years of full-time progressively responsible experience in warehousing operations at least 18 months of which must have been in a managerial or administrative capacity requiring independent decision-making concerning management or planning, allocation of resources and the scheduling and assignment of work; or
2. Education and/or experience which is equivalent to "1" above. Education may be substituted for the general administrative experience (but not for the 18 months of managerial experience described above) at the rate of 1 year of college for 6 months of experience up to a maximum of 4 years of college for 2 years of experience.

Essential Skills

In-depth experience with warehousing operations in managerial or administrative capacity; thorough knowledge of storehouse facility issues; experience and familiarity with a variety of City policies and procedures; familiarity with a variety of citywide computer systems.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/005997. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 11/20/2009

Post Until: 1/20/2010

JVN: 868-2010-005997

The City of New York is an Equal Opportunity Employer.