

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

Civil Service Title: Supervisor of Stock Workers	Level: 02
Title Code No: 12202	Salary: \$39,360.00 - \$60,381.00
Office Title: Supervisor of Stock Workers	Work location: 66-26 Metropolitan Ave., Queens, N.Y. 11379
Division/Work Unit: DMSS/Central Storehouse	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire a Supervisor of Stock Workers L - 2 to work within the Division of Municipal Supply Services' (DMSS) Central Storehouse. The prospective candidate will, under general direction, supervise a section of the Storehouse and its storekeeping activities. Duties and responsibilities will include but not be limited to the following:

- Supervise and is responsible for the receipt, classification, storage, care, distribution, requisitioning and inventory of materials, tools, supplies and equipment
- Supervise and assign work to subordinate employees
- Plan procedures and methods relating to inventory, delivery, storage, shipment, safety practices and fire prevention
- Recommend modifications of minimum and maximum stock levels on the basis of previous consumption and present orders
- Allocate storage space, coordinate procurement of supplies and make recommendations regarding transfer or disposal of surplus, obsolete or waste material
- Make recommendations and suggestions on problems relating to space, trucking, stock control and personnel
- Meet with supervisors to discuss problems relating to effective storage
- Coordinate field work operations in storekeeping, supervising field storekeepers and offering guidance and advice on inventory, delivery, storage, shipment and safety of materials, supplies and equipment
- Analyze records and prepare reports
- May supervise loading, unloading and dispatching of trucks; may operate equipment necessary to perform loading and unloading
- May prepare data for budget estimates for materials, tools, supplies and equipment
- May contact vendors and discuss deliveries, shipments and amounts of shortage, etc.
- May perform the duties of subordinates and may assume the duties of the supervisor in the temporary absence of such individual
- Perform other related duties as may be requested

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

Qualification Requirements

1. Two years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

Essential Skills

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#10/006000. 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: 868-2010-006000
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The City of New York is an Equal Opportunity Employer.