

**City of New York
DEPARTMENT OF CORRECTION**

Civil Service Title: Administrative Staff Analyst (NM)	Level: II
Title Code No: 1002D	Salary: \$110,000-\$130,000 Frequency: Annual
Business Title: Executive Director of Inventory Control Management	Work Location: Various DOC Facilities
Division/Work Unit: Financial Services, Fleet Administration and Central Warehouse Operations	Number of Positions: 1
Job ID: 231599	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to hire an Executive Director of Inventory Control Management within the Central Warehouse Division which reports directly to the Assistant Commissioner of Financial Services, Fleet Administration and Central Warehouse Operations. This position will oversee three storehouse supervisors with approximately 45 storehouse personnel. The Executive Director of Inventory Control Management will be responsible for the effective inventory management at DOC's central storehouses.

DOC operates three Central Storehouses that have a total annual inventory of approximately 10 million dollars. The three storehouses supply Construction, Equipment, Consumables and Food inventory to various locations within the Department.

The prospective candidate will lead and direct all facets of supply chain management, including, but not limited to: purchasing, logistics, inventory management, material forecasting, capacity planning and sourcing, and financial assessment. The candidate will be responsible for the following tasks:

- Ensure compliance with all inventory policies and procedures and manage inventory for the storehouses
- Review and update inventory practices, in accordance with new and changing policies, standards, regulations and laws
- Drive best practices for inventory management, reporting, and handling
- Act as team resource for process and systems knowledge
- Work collaboratively with Storehouse Supervisors on continuous improvements within the storehouse operations
- Develop and manage staff to continuously improve skills and team performance
- Maintain cross-training program to assure qualified backups for every function
- Monitor all inventory issues and ensure effective resolution
- Put in place sustainable systems and process improvements that prevent issue recurrence
- Prepare reports (stock movements, delivery fulfillment, inventory variance, etc.)
- Perform random audit on various storehouse processes
- Coordinate with other units and provide inventory support at all times
- Participate in the annual Physical Inventory process ensuring timeliness, accuracy, and transparency

Preferred Qualifications

- Proficient in the use of MS Office Products Excel, Word, PowerPoint, Access, Project
- Basic understanding of the supply chain
- Ability to see the organization as an integrated whole and understand how each component contributes to the achievement of organizational goals and objectives
- Solid analytical skills required with the ability to develop and communicate findings and recommendations and to create actionable strategies
- Ability to operate in a complex, rapidly changing environment while adhering to tight schedules
- Ability to prioritize, delegate, and manage multiple projects simultaneously ensuring timely and accurate completion of each
- Strong interpersonal and communication skills; ability to present information and interact effectively across all levels of the organization; ability to cultivate relationships with key stakeholders across functions to achieve organizational objectives and drive strategic change;
- Knowledge of Infor Enterprise Asset Management system and CBORD

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social

services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess. Click on Recruiting Activities > Careers and search for

For all other applicants: Go to www.nyc.gov/careers/search and search for.

Attention: Dawn Howell

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 02/12/2016

Post Until: 02/25/2016

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