

ADMINISTRATIVE STOREKEEPER (NY HELPS PROGRAM)

General Statement of Duties and Responsibilities

This is a management class of positions with several assignments' levels. The following are typical assignments within this class of positions. All personnel perform related work.

Under general direction, with wide latitude for independent and unreviewed action or decision, administers a centralized warehousing and supply distribution system involving a large volume and variety of stock items; formulates warehousing policies regarding operations, procedures, and methods (e.g., storing and distributing the supplies of the Office of School Food and Nutrition Services in the Board of Education); or performs assignments equivalent to that described.

Under general direction, with wide latitude for independent and unreviewed action or decision, administers a centralized warehousing and supply distribution system involving a very large volume and variety of stock items, formulates warehousing policies regarding operations, procedures and methods (e.g., storage and distribution of all stocked supplies related to all equipment, fuels, furniture, etc., needed for the educational and business functions of the entire City school system, except those used by the Office of School Food and Nutrition Services); or performs assignments equivalent to that described.

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.

ADMINISTRATIVE STOREKEEPER (NY HELPS PROGRAM) (continued)

Note:

This title is classified in the non-competitive class for a 12-month period under the New York Hiring Emergency Limited Placement Statewide Program – Local (NY HELPS Program). At the conclusion of 12 months incumbents will be transferred into “Administrative Storekeeper (10038)” as competitive class employees.

Probationary Period:

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the NY HELPS Program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.