

City of Ithaca

Office of Human Resources / Civil Service

108 E. Green St. - Ithaca, NY - 14850

Phone: (607) 274-6539 / Fax: (607) 274-6574 / E-mail: hrdept@cityofithaca.org

JOB APPLICATIONS WANTED

TITLE: Stock Room Manager

LOCATION: City of Ithaca, NY - Department of Public Works
Streets and Facilities Division

SALARY: \$57,578 - \$71,973

The City of Ithaca values diverse perspectives and life experiences. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+, veterans, people with disabilities, and those with lived experiences.

POSITION DESCRIPTION: The work involves responsibility for overseeing and maintaining a store of parts, supplies and materials necessary to the work of one or more departments or divisions. The incumbent prioritizes requests for and orders items, prepares price and use reports, reviews invoices and repair orders for accuracy and oversees the data entry of information relative to parts, supplies and materials into a computerized database. The incumbent may also maintain computerized fuel management software and electronic tank gauging systems and/or perform office or other duties relative to a department or division. This position differs from that of a Stock Room Clerk by virtue of the fact that a Stock Room Manager has responsibility for overseeing the operation of a stock room. The work is performed under the general supervision of a higher-ranking employee with leeway allowed for the exercise of independent judgment in carrying out the details of the work. The incumbent may oversee the work of a Stock Room Clerk. Does related work as required.

To view the complete job description visit: <http://www.cityofithaca.org/302/Job-Descriptions>.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of an Associate's degree in business administration or a closely related field and two (2) years of full-time paid stock room or inventory experience or its part-time equivalent; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time paid stock room or inventory experience or its part-time equivalent; or
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.

Continued on Back

SPECIAL REQUIREMENTS (Continued):

B. Candidates must become certified by the New York State Department of Environmental Conservation as a Class A/B Fuel Site Operator for Underground Storage Tank (UST) Systems within one (1) year of appointment and must maintain said certification for the duration of employment.

RESIDENCY REQUIREMENTS: There are no residency requirements for this position.

APPOINTMENT STATUS AND EXAM REQUIREMENT: This will be a provisional appointment pending the results of a civil service examination to be scheduled at a later date. Permanent appointment will be dependent upon the candidate's exam score.

APPLICATION MATERIALS REQUIRED:

- City of Ithaca application
- Copy of high school and college transcripts
- Copy of driver license

Applications must be received by the City of Ithaca Human Resources Department no later than 4:30 PM EST on the last filing date indicated below. All applications must be submitted electronically through our online application program. We do not accept paper applications, faxed applications, e-mailed applications or photocopies of applications.

Submit required application materials by July 11, 2024:

City of Ithaca
Human Resources Department
Web site: <https://ithaca-portal.mycivilservice.com>



We would love to have you on our team! We hope to hear from you soon!

Issued: June 27, 2024