

# NOW HIRING:

## *Stock Room Manager*



## The City of Ithaca is now accepting applications for the position of Stock Room Manager.

**Location:** City of Ithaca, NY

**Department:** Department of Public Works – Streets and Facilities Division

**Classification:** Competitive

**FLSA Status:** Non-Exempt

**Bargaining Unit:** Administrative Unit

**Salary:** \$64,775 - \$77,011

The City of Ithaca, a top Finger Lakes Area employer, is seeking qualified applicants for the position of Stock Room Manager. This position serves the Department of Public Works – Streets and Facilities Division and reports directly to the Fleet Manager

**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: [Stock Room Manager.docx](#).

**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.
- 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.

**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.

**Residency Requirements:** There are no residency requirements for this position.

**Benefits:** Refer to the [Fringe Benefits/Labor Contracts](#) webpage and [2020-2024 Admin Unit](#) collective bargaining agreement.

### **Supplemental Information:**

- Computers are available for use by appointment. To schedule an appointment, contact the Department of Human Resources/Civil Service at (607) 274-6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).
- 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.
- The City of Ithaca is committed to the full inclusion of all qualified individuals. Consistent with the Americans with Disabilities Act (ADA) and the NYS Division of Human Rights (NYS DHR) it is the policy of the City to provide reasonable accommodation when requested without causing an undue hardship. If accommodation is needed, please call (607) 274 6539 or by email to [hr@cityofithaca.org](mailto:hr@cityofithaca.org).

### **Application Materials Required:**

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

Applications will be accepted until the position is filled.

Submit required application materials to:

**Web site:** [\[https://ithaca-portal.mycivilservice.com\]](https://ithaca-portal.mycivilservice.com)

**Attn: City of Ithaca**

**Human Resources Department**



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.

**Ithaca is Gorges! We would love to have you on our team!**

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