Vacancy Notice

Position: Inventory Control Supervisor

Division: Instructional Support Services

Location: Main Campus, 110 Elwood Davis Rd, Liverpool, NY

Duties: Establish, supervise and maintain a uniform, standard system of identification, storage and disbursement for materials and equipment; review procedures for proper usage and maintenance and arranges replacement and disposal of obsolete or damaged materials/equipment; maintain and monitor inventory records to identify any surplus, shortage, duplication or loss of property and organize and compile data for the preparation of reports.

Qualifications: Promotional: One (1) year of permanent competitive class status as a Storekeeper or there (3) years of permanent competitive class status as a Stock Clerk.

Open-Competitive: Four (4) years of full-time work experience or its part-time equivalent, in the field of inventory control, including requisition, receiving, storage and disbursing of materials and supplies.

This is a competitive class civil service position. Candidates must be reachable on the existing eligibility list. If there is no mandated eligible list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reachable on the Inventory Control Supervisor eligibility list.

Salary: Grade 12; $41,765 - $43,589

Starting Date: On or about January 24, 2022

Closing Date: Two (2) weeks from date Notice posted

To apply, forward Cover Letter and Resume to:
Personnel/Recruitment Office
Onondaga-Cortland-Madison BOCES
PO Box 4754
Syracuse, NY 13221
Fax: (315) 433-2650
recruitment@ocmboces.org

www.ocmboces.org
Equal Opportunity Employer

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Date notice posted: 12/20/21