



City of Rochester, NY  
Robert J. Duffy, Mayor

THIS IS A COMPETITIVE CLASS POSITION. THE INDIVIDUAL SELECTED TO FILL THIS VACANCY WILL BE GIVEN A PROVISIONAL APPOINTMENT AND WILL BE REQUIRED TO PARTICIPATE IN THE NEXT CIVIL SERVICE EXAMINATION FOR THIS TITLE.

## CURRENT VACANCY

**POSTING DATES: February 3, 2010 THROUGH: February 18, 2010**

**JOB TITLE: Supervising Stock Clerk**  
**SALARY RANGE: \$31,941.00 to \$40,920.00/annual**  
**DEPARTMENT/BUREAU: Department of Environmental Services/Water Director's Office**

**TYPICAL WORK ACTIVITIES:**

Supervises and performs warehousing activities such as receiving, processing, storing and distributing stock;  
 Supervises the maintenance of a computerized inventory control system by recording the delivery of all stock items, assigning numbers and locations to new stock items, and tracking the disbursement of all stock items;  
 Supervises and may load and unload trucks;  
 Supervises and may stock shelves and issue stock;  
 May solicit and select telephone or written vendor quotations within the confines of accepted purchasing procedures;  
 Orders stock based on observation of stock depletion through computer generated reports, minimum-maximum economic order quantity system, or based on request by user division;  
 Inspects storehouse for proper stocking, cleanliness, and adherence to safety standards;  
 Obtains and maintains files for Material Safety Data Sheets (MSDS) and distributes same to appropriate staff;  
 Reviews employee time cards;  
 May prepare employee work schedules;  
 May be required to fill out a variety of forms such as purchase requisitions, journal entries, warranty cards, etc.;  
 Files forms alphabetically or numerically;  
 Keeps track of vendors and stock supplied under City contracts, or contacts department representative for information;  
 May distribute updated price lists of stock-on-hand for distribution to department facilities;  
 Contacts vendors by telephone to place orders for stock under negotiated contract, or to determine status of orders;  
 May supervise or perform basic equipment assembly, when necessary.

**MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D.;

AND

Three (3) years experience in warehousing (stock handling, storage, and issuance) or materials management using a computerized inventory control system.

**SPECIAL REQUIREMENTS:**

N.Y.S. Class D Motor Vehicle Operator's license at time of appointment and throughout employment.

**DEADLINE FOR APPLICATION IS AT 5:00 PM ON Thursday, February 18, 2010.** APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: [www.cityofrochester.gov](http://www.cityofrochester.gov), or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

**CITY RESIDENCY IS REQUIRED AT TIME OF HIRE**

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

Thomas Miller, Sr. Human Resource Consultant