

Jurisdiction: City of Ithaca
Jurisdictional Class: Competitive
Adopted: 04/06/05
Revised: 09/07/16, 09/07/22

STOCK ROOM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES:

Orders, receives, inventories and distributes parts, supplies and materials;
Prepares a variety of records and reports relative to the cost and use of parts, supplies and materials utilizing personal computer word processing and spreadsheet software;
Reviews invoices and repair orders for accuracy and oversees the entry of information into a computer database or data enters information;
Solicits and reviews bids from vendors for parts, supplies and materials;
May maintain a key control system for one or more departments including replacing or repairing damaged and obsolete lock sets, issuing keys to employees and uses computer software to track the dissemination of keys;
May maintain fuel management software and electronic tank gauging system including creating and issuing fuel cards for employees and/or vehicles, preparing and updating records in accordance with Federal and State guidelines and diagnosing and repair electronic and mechanical breakdowns of fuel island equipment;
May instruct employees on the use of equipment in the stock room and/or fueling operations;
Performs miscellaneous duties relative to the department or division served by the stock room:
Performs related clerical duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of methods and procedures used in stock room and inventory control; good knowledge of parts, supplies and materials relative to the departments or divisions served; working knowledge of modern office terminology, procedures, equipment and business English; ability to analyze and organize data and prepare records and reports; ability to establish and maintain effective working relationships with others; ability to operate a personal computer and utilize common office software programs including word processing, spreadsheets and databases; ability to successfully work with and serve a diverse local community; physical condition commensurate with the demands of the job.

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.