

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Agency Supply Coordinator
Salary:	\$38,040 - \$41,844
Bureau/Division:	Administration/Support Services
Period:	November 30, 2018 - Until Filled

JOB DESCRIPTION

The New York City Comptroller, an independently elected official, is the Chief Financial Officer of the City of New York. The mission of the Office is to ensure the financial health of New York City by advising the Mayor, City Council, and the public of the City's financial condition. The Bureau of Administration manages the Comptroller's Office operating and capital budgets, as well as procurement and payment responsibilities, facilities management, human resources, and support services. We are seeking a qualified candidate to serve as Agency Supply Coordinator. The duties and responsibilities of the position include, but are not limited to, the following:

- Handles the receipt, classification, organization, storage, care, distribution, requisition and inventory of supplies, materials and equipment, including routine stock replenishment for general supplies, paper, bottled water, ink and toner cartridges special orders, materials and equipment based on agency need;
- Organizes, unpacks and stores incoming supply room items; picks supplies from shelves to fill requisitions, lifts and carries supplies when necessary; coordinates efforts with purchasing unit regarding the receipt, distribution and return of damaged and/or unwanted supplies and materials;
- Notifies employees when supplies are ready for pick up and advises staff of any inventory issues affecting their request.
- Makes timely and accurate data entries regarding all supply transactions, receiving and distributing, using web-based inventory supply application to manage inventory quantities to help determine ordering needs and ensure adequate availability of supplies;
- Notifies supervisor and the purchasing unit of any discrepancies with quantities of delivered versus ordered number of items and ensures proper resolution;
- Prepares a quarterly inventory report and also prepares annual inventory report for all supplies in compliance with Directive 1;
- Serves as agency Salvage Officer by preparing lists of surplus, obsolete or obsolescent materials and arranges for their transfer and/or safe disposal; manages the recycling process regarding used consumable items including printer cartridges/toners; follows established protocols regarding the ordering environmentally safe, non-hazardous approved products and for the safe disposal of any hazardous materials in accordance with COSH guidelines; and,
- Performs other related assignments including assisting mailroom staff in handling the distribution of packages and mail items, as needed;

MINIMUM QUALIFICATION REQUIREMENTS

Two (2) or more years of full-time satisfactory experience performing storekeeping activities, at least one year of which must have been in a supervisory capacity.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Strong preference will be given to those with knowledge and/or experience with supply inventory management and city procurement processes;
 - Ability to do lifting and perform the physical tasks of the job;
 - Ability to communicate in a clear, professional manner; strong organizational skills and attention to detail;
 - Excellent interpersonal, communication, and organizational skills (includes Microsoft Office Suite proficiency: MS Word, MS Access and Excel).
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TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: November 30, 2018	POST UNTIL: Filled	JVN: 015/019/045
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The NYC Comptroller's Office is an Equal Opportunity Employer