

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Material Storage Supervisor 2
Purchasing & Materials**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on a current examination list.

Location: Milford, CT

Job Posting No: 30014

Hours: 8:00am to 4:00pm

Salary: TC-18 \$46,054 to \$59,384 annual

Closing Date: October 24, 2012

Eligibility Requirement: Candidates must have applied for and passed the Material Storage Supervisor 2 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities:

Considerable knowledge of modern principles and practices of efficient warehousing; considerable knowledge of modern techniques of stock record and inventory control; considerable knowledge of relevant agency policies and procedures; considerable knowledge of relevant State and Federal laws, statutes and regulations; interpersonal skills; oral and written communication skills; ability to analyze and forecast requirements and plan maximum turnover rates; supervisory ability.

General Experience:

Four (4) years' experience in stock or warehouse work or closely related work that could reasonably be expected to provide the knowledge, skill and ability listed above.

Special Experience:

Two (2) years of the General Experience must have involved the full range of stores duties, including receiving, storing, issuing, inventorying, inspecting, etc.

Note: For State employees, the Special Experience will be interpreted at or above the level of Storekeeper.

Substitution Allowed:

College training in business administration or a related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years for a Associate's degree.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable. Applicants who do not submit all the requested documents will not be considered. The candidate pool resulting from these interviews may be used to fill future Material Storage Supervisor 2 in the Bureau of Finance and Administration within twelve months.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application CT-HR 12 for Employment by October 24, 2012 to:

Connecticut Department of Transportation
Janice Snyder
P.O. Box 317546
Newington, CT 06131-7546
Fax: 860-594-2302
Email: Janice.A.Snyder@ct.gov

State employees must include copies of their last two (2) service ratings.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.