

HAMILTON COUNTY PERSONNEL/CIVIL SERVICE IS NOW ACCEPTING APPLICATIONS FOR:

Inventory, Asset and Regulation Manager - DPW

Hamilton County has an opening for a full-time Inventory, Asset and Regulation Manager in the Hamilton County Highway Department. Salary range is \$48,424 - \$51,869 per year. This is important work involving the acquisition, storage, disbursement and inventory of parts, supplies and equipment used in repairs of the county vehicle/equipment fleet and maintenance of highways. Generates and maintains records of parts. The work is performed under the general supervision of the Motor Equipment Maintenance Supervisor or the County Highway Superintendent. Effectively works as an individual or as a member of a crew and coordinates efforts with other employees as appropriate. Has supervisory authority over lower grade employees. Does related work as required.

Candidate will be appointed into the Non-Competitive Class under the NY HELPS Program without the need for examination.

MINIMUM QUALIFICATIONS: Either

(a) Graduation from high school or possession of a high school equivalency diploma and including at least one (1) year of experience in ordering and/or inventory work involving vehicle and equipment parts or related ordering experience; OR

(b) Four years of experience in ordering and/or inventory work involving vehicle and equipment parts or related ordering experience.

NOTE: Position requires possession of a valid New York State Class B driver's license at time of appointment.

Proof of minimum qualifications required at time of application.

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel
102 County View Drive, PO Box 174
Lake Pleasant, NY 12108
(518) 548-6375 / personnel@hamiltoncountyny.gov

Applications must be received no later than February 14, 2025.