

**Promotion to Supervisor, Storeroom Operations****Reports To:** Superintendent of Storeroom Operations**Application Deadline:** 05/12/2017**Location:** Various locations**Authority:** MTA Bus Company**SALARY:** The current minimum salary is \$34.43 per hour with increments to \$38.26 per hour in the fourth year.

**Job Description:** Under the Supervision of the Superintendent of Storeroom Operations, the Supervisor of Storeroom Operations is responsible for a broad range of storeroom activities relating to the receipt, checking, classification, storage, distribution, and issuance of materials and supplies to support MTA Bus Company operating and capital plans. They supervise staff engaged in the receipt, classification and distribution of materials; fill requisitions; supervise inventory accountability; handle obsolete scrap materials; operate/update automated inventory management/control system; review stock availability usage reports and recommend procurement of material; maintain records/prepare reports and perform special projects as required.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of storeroom operations and procedures
- Excellent oral and written communication skills, and supervisory skills
- Knowledge of relevant automated inventory control systems

**ELIGIBILITY TO TAKE THE EXAM:** You must be employed as a Stockworker or Inventory Control Attendant, MTA Bus Company on the date of the interview and if not deemed ineligible.

**REQUIREMENTS TO BE PROMOTED:**

- To be promoted from the eligible list resulting from this selection, you must have completed your probationary period in the eligible title as indicated in the "Eligibility to Take the Exam" section above.
- At the time of promotion, you must have a Motor Vehicle Driver License valid in the State of New York with no disqualifying restrictions that would prevent you from performing the duties of the job.

**HOW TO SUBMIT AN APPLICATION:** Apply using the "BSC" employee portal at: [www.mymta.info](http://www.mymta.info) by **Friday, May 12, 2017**, the last day of the application period.

**SELECTION PROCESS:** If you meet the eligibility requirements above, you will be contacted and scheduled for a structured interview. A score of at least 70 is required to pass this interview. Your score on this interview will determine 85% of your total score. Your seniority will determine the remaining 15%. You must pass the structured interview to have your seniority credited. Your seniority score will be calculated as follows: You will receive 70 points for meeting the eligibility requirements plus 3 points for each year of service in MTA Bus Company, up to a maximum total of 100 for 10 years or more of eligible service. Partial credit for seniority is given for each day served as an MTA Bus Company employee. Time served prior to a break in service of more than one year will not be credited.

**SELECTION METHOD:** Structured Interview

**PROOF OF IDENTIFICATION:** You must present a valid MTA employee ID when you arrive for the structured interview.