Stores and Mail Operations Supervisor

Announcement Posted:
12/14/22

Responses must be hand delivered or postmarked by:
12/24/22

Salary Range:
$46,146 to $56,324

Location:
Bureau of Management Services
40 North Pearl Street
Albany, NY 12207

Grade:
12

# of Positions:
1

Candidates Must Meet the Following Qualifications:
Eligible for a lateral transfer or eligible for a 70.1 transfer by having one year of permanent competitive service in an appropriate title;
View a complete listing of 70.1 transferable titles; OR
Reachable on the appropriate eligible list in Albany.

Promotional/provisional qualifications: one year of permanent competitive service as an Office Assistant 2 (Stores/Mail), SG-9.

Duties of Position:
The Bureau of Management Services (BMS) serves as operational support for the New York State Office of Temporary and Disability Assistance (OTDA). Some of the responsibilities performed in the unit include Space Planning, Leases, Health and Safety, Telecommunications, Document Services and Emergency Preparedness. Duties of this position include but are not limited to the following:

- The individual will act as the OTDA liaison with OGS Mail and Freight Operations and will be the primary contact for mail pickups, items requiring the processing and tracking of outgoing shipments, special hand carries from the Commissioners’ Office and all other agency mail related needs.

- The individual will create and submit electronic work requests and/or emails to OGS Mail and Freight to coordinate furniture moves, material pickups and deliveries, surplus, etc.

- This individual will be the on-site contact for any expected incoming freight requests arranged between OGS Mail and Freight and OTDA Program Areas; this may include but is not limited to boxes, furniture moves, items being offered to OGS Surplus, etc.
• Assist with the receipt, temporary storage, inventory, distribution, and surplus of items such as office supplies, equipment, furniture, and other materials.

• Assist with small office moves, equipment removal or furniture repairs; keyboard tray installs/removals, versa desk assembly/installation, furniture repairs, etc.

• Assist with the removal of full confidential shredding bins from various Program Areas within the building and replace with empty ones. This individual will also have direct contact with the company responsible for the removal and destruction of full bins when needed. All bins must be brought to the loading dock prior to the scheduled pickup as the contract dictates dock delivery with assistance from state staff.

**Conditions of Employment:**

You must be a current New York State employee to apply for this position. A full-time permanent or provisional appointment will be made. If certified by Civil Service, mandatory reemployment list candidates must be considered first for appointment to this title.

Additional conditions of employment:

- Possession of a valid Driver’s License issued by the NYS Department of Motor Vehicle is required. Occasional operation of a motor vehicle will be required.
- Ability to bend, lift, climb, stand, and walk for long periods of time.
- Ability to lift a minimum of 40 pounds.

If a provisional appointment is made, the appointee will be required to take the next holding of the Stores and Mail Operations Supervisor examination and be immediately eligible for appointment from the eligible list in order to maintain continued employment in this position.

**Remarks:**

- Candidates should reference posting 22-309 when submitting your application.
- If submitting electronically, please reference posting 22-309 as part of your subject line.
- If you are interested in applying to this position, please visit how to apply for applicant instructions.