

The **Sullivan County Adult Care Center at Sunset Lake** is seeking to fill the following position:

COORDINATOR OF SUPPLY AND INVENTORY CONTROL

This position involves responsibility for coordinating activities relating to the distribution of supplies at the County Adult Care Center and additional responsibilities for assisting in maintenance of records relating to a system of inventory control, including supplies, furnishings and other inventory. Work is performed under general supervision with leeway for independently performing most of the duties in the position. Supervision is exercised over personnel assigned to distribute supplies or to perform duties in connection with providing laundering services.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State recognized college or university with an Associate's Degree and one (1) year clerical experience or experience in a position which involved ordering of supplies or maintenance of a supply distribution system;
- (B) Graduation from high school or possession of an equivalency diploma and three (3) years of clerical experience or experience in a position which involved ordering of supplies or maintenance of a supply distribution system; or
- (C) Five (5) years of experience as described in (A) and (B) above.

SALARY: Entry: \$34,682.00; Full: \$36,507.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position and subject to Civil Service examination.

Applications accepted until position is filled.

EEO/AA Employer

M/F/D/V