



JOB ANNOUNCEMENT

Executive I Division of Finance and Administrative Services

The Division of Finance and Administrative Services/Warehouse is seeking applications for the position of Executive I in Jefferson City. **This position will report directly to the Facilities/Warehouse Manager. This position will require statewide travel and may include occasional overnight stays and/or overtime.** This position is based at 4720 Scruggs Station Road, Jefferson City, MO. The hours for this position are Monday through Friday – 8:00 to 5:00.

JOB DUTIES:

- Directs a variety of support service functions such as: expenditure control; accounting; maintenance of files and records; requisitioning; storage; and procurement of supplies/equipment;
- Directly supervise three subordinate staff;
- Ability to complete performance appraisals of direct reports within the established procedures and timeframes. Clearly outline and communicate performance objectives to employees;
- Interview and make hiring recommendations according to personnel policy;
- Manages and directs weekly travel schedule for subordinates;
- Orders supplies and equipment using established specifications to replenish stock based on predetermined inventory levels and reorder points;
- Ability to process order requests efficiently;
- Independently determine the most effective and efficient shipping method when processing orders for outstate DSS locations;
- Maintains the electronic ordering system (EStore);
- Processes invoices;
- Make quantity adjustments and input new items or delete obsolete items from EStore;
- Respond to inquiries (phone, in-person, written) in a professional, accurate and timely manner;
- Ability to understand and comprehend proficiently the rules and regulations of State of Missouri, particularly Surplus Property Policies and Procedures;
- Ability to identify reusable surplus items for recycling;
- Maintain accurate records of reusable surplus and recycled items;
- Investigate and process claims for merchandise damaged in transit;
- Reconcile monthly statements to account for damaged/replaced merchandise;
- Ensure monthly vehicle reports and employee monthly expense reports are completed accurately and submitted for supervisor's approval timely;
- Assists with fleet management;
- Ensure sales invoices are forwarded for interagency billing preparation;
- Ability to lift and move heavy objects up to 80 lbs;
- Provide excellent customer service;
- Attends meetings; represents the Unit when Supervisor is absent;
- Makes recommendations to increase the efficiency and effectiveness of office procedures;
- Perform other related work as assigned.

QUALIFICATIONS:

(The following requirements will determine merit system eligibility, experience and education ratings, and may be used to evaluate applicants for Missouri Uniform Classification and Pay System positions not requiring selection from merit registers. When practical and possible, the Division of Personnel will accept substitution of experience and education on a year-for-year basis.)

A Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Accounting, Public or Business Administration, or a closely related field.

OR

Four or more years of clerical experience in fiscal or budgetary controls, procurement, accounting or bookkeeping, or closely related areas, including two or more years in a supervisory or semi-technical capacity (at or above the level of a Senior Office Support Assistant, Account Clerk II, or Storekeeper I); and possession of a high school diploma or GED certificate.

(Earned credit hours from an accredited college or university may substitute on a year-for-year basis for a maximum of two years of the required general experience at a rate of 30 earned credit hours for one year. An additional 30 earned credit hours from an accredited college or university may substitute for a maximum of one year of the required specialized experience.)

SALARY RANGE: \$1,274 - \$1,317 Semi-Monthly

TO APPLY: Please send a DSS Application <http://dss.mo.gov/hrc/pdf/mo886-1315.pdf> resume, and transcript to brenda.s.becker@dss.mo.gov.

RECRUITMENT AREA: Accepting applications from all qualified applicants.

APPLICATION DEADLINE: Deadline for applications is November 20, 2018. Applications will be subject to review prior to scheduling interviews.

DSS IS AN EQUAL OPPORTUNITY EMPLOYER