



Office of Human Resources
City of Springfield, Illinois

Misty Buscher, Mayor
Nikki L. Baker, Director

CITY OF SPRINGFIELD
is seeking applicants for

INVENTORY MANAGER

The Office of Public Utilities, Electric Transmission & Distribution Division, is seeking an individual to administer an inventory system to provide materials, products, parts, tools, equipment, and clothing necessary for the operation of the CWLP Electric T&D department. Coordinate inventory activities on a department wide basis. Develop policies and controls to monitor inventory levels and order quantities. Supervise T&D inventory and building maintenance staff. Oversee receipts, issues, storage, and returns of materials to minimize capital investment. Develop reorder points and economic order quantities for inventory materials. This position requires knowledge, skill and mental development equivalent to completion of four years of college in business administration or related fields. Requires three years experience in inventory control and/or materials management, and one year supervisory experience. A valid Class D driver's license is also required. **Preference for employment in all positions with the city shall be given to applicants who are full-time city residents.**

Salary commensurate with qualifications and experience

Apply to:

<http://www.springfield.il.us>

FINAL DATE TO APPLY: JULY 29, 2024 AT 11:00 PM CST

OPEN TO ALL APPLICANTS

IF ASSISTANCE IN APPLYING IS REQUIRED,
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V

7.22.2024