



Office of Human Resources
City of Springfield, Illinois

Misty Buscher, Mayor
Nikki L. Baker, Director

CITY OF SPRINGFIELD
is seeking applicants for

SUPERVISOR OF STORES

The Office of Public Utilities, Electric Generation Division is seeking an individual to perform technical duties in researching, evaluating and processing quotes and the purchasing of miscellaneous material for the electrical department of City Water Light and Power. Purchase tools and materials as needed for maintenance and or repairs. Maintain files for current and closed purchase orders. Prepare and maintain contracts and ordinances tracking expiration and total not to exceed expenditures. Responsible for the receiving and payment of invoices. Periodically supervise store room personnel and building maintenance. This position require knowledge, skill and mental development equivalent to completion of four years of college, two years of computer inventory experience and one year supervisory experience, or any equivalent combination of education and experience. A valid Class D Driver's license is 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

APPLICATIONS OPEN TO PUBLIC

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