

Opening Date: April 21, 2014

Closing Date: May 2, 2014



TITLE: SUPPLY MANAGER I OR II

FACILITATOR: Amanda Baker
(573)526-6334
amanda.baker@mshp.dps.mo.gov

DESCRIPTION: This Supply Manager I or II position exists within the Missouri State Highway Patrol's Budget and Procurement Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: The employee in this position performs very responsible supervisory and administrative work in the supervision and operation of the Highway Patrol's supply warehouse and print shop. The employee is responsible for maintaining records of supplies and equipment and supervises all personnel assigned to the warehouse and print shop. Work is subject to general review and supervision by the Fiscal & Budgetary Supervisor although considerable independent judgment and discretion must be exercised.

For a more detailed job description go to:

<http://www.mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/HRD/Civilian/CivilianJobDescriptions/salarySchedule.html>.

QUALIFICATIONS: Graduation from high school or possess a GED. At least two years of experience as a Clerk III or comparable experience with on-line inventory management systems or delivery/storekeeping procedures. A minimum of one-year supervisory experience is preferred, but not required.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,300.00; however salary may be commensurate with applicable experience and education.

APPLICATION PROCEDURE: Individuals interested in this Supply Manager I or II position must submit the Patrol's on-line application prior to the application deadline. Resumes will not be accepted in lieu of the application. Please visit our website at www.mshp.dps.mo.gov to complete an on-line [Application for Civilian Employment \(ACE\)](#). Individuals who have previously completed an application must access their profile in the ACE system to re-apply.

Current employees who meet the minimum qualifications set forth in the attached job description may apply through the Human Resources Division by submitting an intradepartmental letter of application (SHP-15) and resume through channels prior to the application deadline.

Interview boards are tentatively scheduled for the week of May 12, 2014.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

NOTE: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a Patrol administered drug test and favorable background investigation.

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EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.

*****Missouri State Highway Patrol***
General Headquarters
1510 E. Elm Street, P.O. Box 568
Jefferson City, MO 65102-0568
Phone/TDD (573) 751-3313
Fax (573) 751-9924**