CITY OF MANCHESTER
HUMAN RESOURCES DEPARTMENT
ONE CITY HALL PLAZA
MANCHESTER, NH 03101
TEL: 603-624-6543 (VOICE/TTY)
FAX: 603-628-6065
WEB SITE: www.manchesternh.gov

INVENTORY SPECIALIST II

(Announcement Number R-021-12)
Grade 16
Starting Pay: $18.82 per hour – plus benefits package

THE JOB:

The principal functions of the Inventory Specialist are to purchase goods and services relative to Airport Operations and Maintenance, to negotiate contract pricing and terms, and to maintain inventory of all airfield lighting, signs, navigational aids and fleet equipment. The Inventory Specialist also responds for snow and other airport related emergencies, prepares and disseminates written and electronic reports such as Notices to Airmen (NOTAMs) and Field Advisories, and communicates directly with representatives from the Federal Aviation Administration, Transportation Security Administration, air carriers, cargo carries and tenants.

MINIMUM QUALIFICATIONS:

Graduation from High School or possession of a GED. Position requires some experience and training which provides the knowledge, skills and abilities necessary to perform the work.

NOTE: Offer of hire conditional on candidate's ability to complete essential job functions, with or without accommodations as determined by medical exam, and ability to pass a background check.

APPLICATION PROCEDURES:

Although submission of a resume is optional, candidates must complete a City of Manchester Employment Application, available at City of Manchester website www.manchesternh.gov/jobs or in person at HR Dept. City Hall Annex.

OPENING DATE: June 19, 2012 **CLOSING DATE:** July 3, 2012

OFFICE HOURS: Office Hours: Monday through Friday, 8:00 AM to 5:00 PM

The City of Manchester is an Equal Employment Opportunity Employer

*****PLEASE POST*****

THIS DOCUMENT IS AVAILABLE IN ALTERNATE FORMATS UPON REQUEST