

## SERVICES SUPERVISOR (PURCHASING)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, the incumbent of this class is primarily responsible for organizing, supervising and performing the administrative support and operational functions of an automated purchasing system. An important function of this position is providing information and technical assistance. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides support to all County departments about the automated purchasing system for purchase orders and stock room requisitions; Answers questions, instructs users in the proper use of each electronic for and assists with coding information;

Maintains the file of all electronic purchase requisitions that require approvals (Budget/Information systems); Releases requisitions to Buyers when all approvals are in place;

Responds to inquiries from Departments regarding status of requisitions;

Assists with researching special purchases to meet the needs of County Departments;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and/or database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern office practices, including the practices and procedures of record keeping; good knowledge of the practice and procedures of purchasing; skill in the use of computer applications such as spreadsheets, word-processing, e-mail and database software; ability to deal effectively with vendors and suppliers; ability to perform mathematical calculations; ability to comprehend and carry out complex oral and written instructions; ability to maintain detailed records and files; ability to supervise the work of others; ability to analyze operating information and make recommendations for improvements; sound judgment; reliability; initiative; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: High school or equivalency diploma and five years of experience supporting governmental purchasing processes in a central purchasing agency, three years of which were in a staff, administrative support or office management capacity, one year of which must have been at a supervisory level.

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to four years of the above stated experience, exclusive of the one year of specialized experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

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Job Class Code: C2244  
Job Group: IX