

PURCHASING ASSISTANT  
(BOCES # 1 & BOCES # 2)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Business Manager or other high level business administrator, incumbents of this position are responsible for reviewing requisitions and purchase orders issued by school district departments served by BOCES for compliance with applicable laws and policies. This position involves considerable interaction with department heads, vendors, school district personnel and the general public, and incumbents must exercise independent judgement and action. Incumbents also provide general clerical support to purchasing and management staff in the business office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the preparation of specifications for bids and requests for proposals for all departments;

Insures that all legal requirements for the bidding process are met, such as preparing legal notices which must appear in the newspaper, and sending notices of public bid to appropriate vendors;

Solicits and reviews bids to determine lowest bidder in accordance with State law;

Reviews recommendations for award of bids and secures appropriate approvals;

Reviews purchase orders for completeness, adherence to State laws and BOCES policies;

Reviews purchasing policies and makes recommendations for changes in accordance with governmental mandates and organizational needs;

Attends bid openings in the absence of the Business Manager or other high level business administrator;

Assists with Steering Committee meeting or regional meeting and chairs meeting in the absence of the Business Manager or other high level business administrator;

Performs general clerical work as needed, such as screening incoming mail for Business Office; preparing correspondence for routine inquiries; answering telephones; making appointments and scheduling meetings;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the mechanics of purchasing; thorough knowledge of the laws relating to public purchasing; thorough knowledge of modern office practices, procedures, and equipment; good knowledge of school district operations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to comprehend and carry out complex written and oral instructions; ability to deal tactfully with vendors, school district officials and the general public; good judgment; thoroughness; accuracy; initiative; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and six (6) years of work experience, three (3) years of which must have involved the use of computer software applications and clerical procedures related to purchasing, requisitioning and/or bidding activities.

SUBSTITUTION: Satisfactory completion of 30 college credits\* may be substituted on a year for year basis for up to three (3) years of the required work experience. There is no substitution for the three (3) years of specialized experience described above.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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 Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.