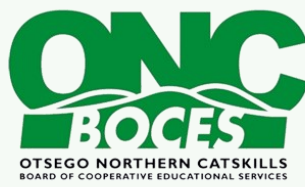


People are the core of Otsego Northern Catskills BOCES. ONC BOCES administrators, program managers, faculty and staff are experts in their fields who build effective partnerships with component school districts. ONC BOCES focuses on ways to both lead and support our component school staff, students and communities. Our partnerships with school districts and our communities help us provide the best possible education for learners of all ages and abilities.

- Position:** Office Specialist — Full-time, 12-month, 8-hour day, Non-Unit Support, Competitive Civil Service position
- Location:** Office of the Deputy Superintendent at the Otsego Area Occupational Center in Milford
- Qualifications:** (a) Graduation from a regionally accredited college or university or one accredited by the NYS Board of regents to grant degrees with an Associate's degree, or higher, AND one (1) year of full-time or its part-time equivalent in higher level clerical work; OR
(b) Graduation from high school or possession of a high school equivalency diploma AND three (3) years of full-time or its part-time equivalent in higher-level clerical work.
- Responsibilities:** The successful candidate will provide administrative support to the Deputy Superintendent's Office which will include, but not be limited to: Receive all requisitions for items and services, verify vendors, cost, availability and purchasing authorizations needed; Will assist with and be acting general supervisor of staff and assign work to individual staff as needed; Maintain budget control data, figures and statistical data for department information purposes.
- Starting Date:** September 4, 2020
- Application Deadline:** Open until filled.
- Salary:** \$35,000—\$40,0000
- Apply To:** www.olasjobs.org/southern
- Further Information Contact:** humanresources@oncboces.org
- Additional Information:** Civil Service position candidates must be reachable on the existing eligibility list. If there is no mandated eligibility list, candidates will be considered for provisional appointment. Continued employment will be contingent on successfully passing the required examination and being reached on the eligibility list.

The selected applicant will be subject to a fingerprint support criminal history background check in accordance with SAVE Legislation effective July 1, 2001.

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, color, national origin, sex, sexual orientation, disability, genetic disposition or age in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.



Responsibilities:

Civil Service Job Description:

Distinguishing Features of the Class: This position involves responsibility for the performance of a variety of complex clerical duties as related to purchasing of supplies and equipment and the performance of administrative duties within a department or agency. Work is performed under the administrative supervision of the head of the department or agency, with leeway allowed for independent decision making regarding the application of agency policy and procedure. Supervision may be exercised over subordinate staff. Performs other related work as required.

Typical Work Activities (Illustrative Only):

Receives all requisitions for items and services, verifying vendors, cost, availability and purchasing authorizations needed;

Checks all requisitions/invoices and claim vouchers for accuracy and initiates the processes for payment;

Will assist with development of the annual tenant budget and maintenance charge backs;

Tracks all requisitions status, expected delivery times, coordinates with contractors and scheduling service appointments;

Keeps records of supplies, type and quantity used and decides re-order point and routine replacement of stock;

Requests price quotations from vendors/contractors and evaluates quotations received;

Maintains inventory bookkeeping system and takes physical inventory periodically;

Using various computer software programs, is responsible for inventory control, purchasing, energy tracker software, and People Soft software etc.;

Conducts correspondence on matters where policies and procedures are defined;

Will assist with and be acting general supervisor of staff and assign work to individual staff as needed;

Performs related work necessary for the efficient execution of administrative functions of the department;

Will assist with the development and maintenance of the annual departmental budgets (separate budgets);

Maintains budget control data, figures and statistical data for department information purposes;

Keeps track of actual personnel cost including fringe. Charge back cost to other entities as needed;

May review payrolls for completeness and correctness of entries and track all time off, sick, vacation and personal days for all department employees;

Will process and review personnel changes;

Receives and distributes daily mail, checks in packages and deliver packages and supplies to corresponding departments which may require some lifting;

Acts as secretary to department head.

Full Performance Knowledge, Skills and Abilities: Good knowledge of principle and practices of purchasing; good knowledge of office technology, procedures and equipment; good knowledge of computer software programs such as Word, Excel and Outlook; good knowledge of business English and arithmetic; working knowledge of accounting methods and procedures; ability to establish and maintain cooperative working relationships with staff, vendors and salespeople; ability to understand and apply complex written and oral directions; dependability; integrity; tact and courtesy; initiative; resourcefulness; physical condition commensurate with the demands of the position.