



A BOCES providing world-class opportunities for the districts we represent.

To provide leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Start Date: November 2021

Location:
Business Office at NCOC
in Grand Gorge

Application Deadline:
October 4, 2021

Salary: \$42,00—\$48,000

NCOC

2020 Jump Brook Road
P.O. Box 382
Grand Gorge, NY 12434
(607) 588-6291

OAOC

1914 County Route 35
Milford, NY 13807
(607) 286-7715

Center Street School

31 Center Street
Oneonta, NY 13820
(607) 431-2562

humanresources@oncboces.org

www.oncboces.org

*ONC BOCES is an Equal
Opportunity Employer*

Purchasing Assistant

One (1) full-time position available. This is a 12-month, 7.5-hour day, Non-Unit Support, Provisional, competitive Civil Service position.

Qualifications and Responsibilities

Either:

(a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree or higher, in business administration, retail sales management, or marketing; OR

(b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in business administration, retail sales management, or marketing and two (2) years of full-time experience or its part-time equivalent in purchasing supplies and equipment, or retail sales involving item pricing or cost analysis of items or goods; OR

(c) Graduation from high school or possession of a high school equivalency diploma and four (4) years experience as defined in (b); OR

An equivalent combination of training and experience as defined by the limits of (a), (b) and (c) above.

Preferred: At least 10 years of experience with NYS Purchasing Law and Regulations; worked in a school or BOCES environment for at least five years; familiarity with WinCap.

Application

We encourage qualified applicants to submit their resumé, application, transcripts and references to: www.olasjobs.org/southern

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.

Qualifications and Responsibilities, continued

Distinguishing Features of the Class: The work involves the approving and processing requisitions for equipment, supplies, and services in accordance with New York State Laws and BOCES policies. The incumbent will prepare and review purchase orders, and performs related purchasing duties. Work is performed under the general supervision of the School Business Executive. Does related work as required.

Typical Work Activities:

Assists all staff with questions about purchasing guidelines and entry of requisitions to ensure when a purchase order is issued, it is a complete contract between BOCES and vendor;

Reviews, approves and prints all purchase orders to ensure compliance to BOCES purchasing policy, New York State Purchasing Law and Regulations;

Administers BOCES credit card program including but not limited to issuing cards, setting credit limits, monitoring usage, reconciling monthly statements and training new staff on how to use credit card;

Researches and justifies all national cooperative purchasing contracts for use by BOCES;

Responsible for making sure criteria for federal budgets are met, cash receipts, Business Office purchasing and inventory;

Works with vendors to gather all the specific documentation needed to ensure each contract complies with New York State Purchasing Law and Regulation;

Assists staff with conference request process, monitoring approval of request and entry of requisitions for specific conferences;

Reviews weekly warrant with Claims Auditor and resolve any issues with payment; Works with Vendors to accept credit card payments from BOCES;

Leads group trainings with staff on purchasing guidelines, requisition entry, DCMO BOCES cooperative purchasing service and how to find and use New York State contracts;

Works with vendors when invoices do not match purchase orders; Oversees participation in DCMO Cooperative Purchasing Service;

Approve, modify and interactive with vendors including tracking W-9 documentation; Tracks submissions for all PCR numbers for all prevailing wage projects.

Full Performance, Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of modern principles and practices of purchasing; good knowledge of New York State Laws and policies related to purchasing; good knowledge of business arithmetic; ability to review the work of others for purpose of accuracy; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs.