



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: December 2022

Location: Center Street in Oneonta

Application Deadline: Open until filled

Salary: \$38,000—\$45,000 depending on experience

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

Office Specialist— Employee Relations—Anticipated

One (1) full-time, 12-month, Non-Unit Support, Competitive Civil Service, provisional position.

Qualifications and Responsibilities

Civil Service Title: Office Specialist

- (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.

The Office Specialist for Employee/Labor Relations will report to the Director of Employee/Labor Relations and will be responsible for coordination of activities involving employee relations under the Employee/Labor Relations program, as well as providing assistance to the director relating to purchasing, budgeting and billing, computer training, scheduling workshops and field commitments as directed by the Director. They will have the ability to work efficiently and accurately in a fast-paced environment; 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.

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.

humanresources@oncboces.org

www.oncboces.org

ONC BOCES is an Equal Opportunity Employer

Qualifications and Responsibilities, continued...

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.