



VACANCY NOTICE

TITLE: Purchasing Clerk (multiple positions)

LOCATION: BOCES Wide: Support Services Center, Norwich, NY

REPORTS TO: Director of Finance

TERMS: Full-time, 12 months

QUALIFICATIONS: Must pass civil service examination.

Minimum Qualifications: Either:

A. Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in business administration, economics, marketing, accounting, or related fields; OR

B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in purchasing, maintenance of inventory or issuance of supplies; OR

C. Any equivalent combination of training and experience as defined in (A) or (B) above.

RESPONSIBILITIES/DUTIES: Coordination of assigned bid procurement activities; place legal notices; conduct bids; create analysis; conduct awards; produce award documentation; handle customer service issues; arrange bid award meetings; compile appropriate statistical data; monitor and manage bid contracts and resolve problems; process and maintain database records.

SALARY/BENEFITS: \$13.55 - \$14.88 per hour. Generous leave and benefits based on BOCES Educational Support Personnel Association (BESPA) contract.

STARTING DATE: January 6, 2020

TO APPLY: Send cover letter, resume and DCMO BOCES Application, and Delaware County civil service application to the Human Resources Department. Applications reviewed as received.

DCMO BOCES Application found at:
<http://www.dcmoboces.com/application>

Delaware County civil service application found at:
http://www.co.delaware.ny.us/departments/pers/docs/employee_docs/DC%20Application%2020191121%20savable.pdf

Apply online
<https://dcmo.mightyrecruiter.com>
-or
www.OLAS.jobs.org

By mail:
Human Resources Department
Delaware-Chenango-Madison-Otsego BOCES
6678 County Road 32
Norwich, NY 13815-3554

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