



# VACANCY NOTICE

**TITLE:** Purchasing Clerk

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

**REPORTS:** 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:** \$14 - \$15.50 per hour. Generous leave and benefits based on BOCES Educational Support Personnel Association (BESPA) contract.

**STARTING DATE:** As soon as possible.

**TO APPLY:** Send cover letter, resume and DCMO BOCES Application to the Human Resources Department by October 14, 2020.

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](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](http://www.OLAS.jobs.org)

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

DCMO BOCES does not discriminate based on actual or perceived race, color, religion, religious practice, national origin, ethnic group, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability, weight, predisposing genetic characteristic, domestic violence victim status, or any other basis prohibited by New York State and/or federal non-discrimination laws

09/25/2020