



VACANCY NOTICE

TITLE: Purchasing Assistant

LOCATION: Support Service Center; Norwich, NY

REPORTS: Director of Finance

TERMS: Full-time, 12 months

QUALIFICATIONS: Competitive Civil Service position. Candidates must meet the minimum Civil Service qualifications and successfully complete the exam.

Minimum Qualifications:
Graduation from high school or possession of a high school equivalency diploma and four (4) years of office experience, including or supplemented by two (2) years which involved professional level work experience in contract administration, materials management or purchasing activities.

An Associate's Degree* in Business Administration or a closely related field may be substituted for two (2) years of the general work experience described above. There is no substitute for two (2) years of generalized experience.

RESPONSIBILITIES/DUTIES: Under the general supervision of the Purchasing Agent, this position is responsible for assisting in the purchase of a wide variety of materials, supplies and equipment or a particular type of supplies on a large scale for a school district. An incumbent gathers data, researches sources, negotiates and prepares cooperative contracts for purchases of materials, supplies and equipment and is a point person for contract inquiries. Does related work as required.

SALARY/BENEFITS: Starting salary range 45,000 - \$55,000

STARTING DATE: As soon as possible.

TO APPLY: Send cover letter, resume, Delaware County civil service application and DCMO BOCES application.
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:
www.OLASjobs.org
-or-
<https://dcmo.mightyrecruiter.com>

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.