



VACANCY NOTICE

TITLE: Senior Purchasing Clerk

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:

Either: A. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in business administration, economics, marketing, accounting or related field, and two (2) years' experience in public procurement, distribution and maintenance of inventory;

OR B. Graduation from high school or possession of a high school equivalency diploma and four (4) years' experience in public procurement, distribution and maintenance of inventory;

OR C. An equivalent combination of training and experience as defined in A or B above.

RESPONSIBILITIES/DUTIES: Maintains an extensive understanding of public procurement requirements and assigned bid commodity specifications relating to products; Assists with the direct supervision over lower level purchasing personnel, and other clerical staff within the department; May facilitate bid information during an audit; May assist management in the preparation of budgetary items; Monitors marketing conditions, products and pricing; Maintains inventory records; Maintains the timetables of bidding projects; Conducts and evaluates bidding process; Reviews and submits periodic reports of department receipts and materials distribution to those requiring such information; Works within and oversees the various distribution and charging systems for materials; Reviews and processes appropriate paperwork for vendors contracts; Actively seeks and secures new vendors for bids.

SALARY/BENEFITS: \$17.09 per hour; generous benefits and leave package based on the Clerical and Technical Working Conditions.

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.