



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **Purchasing, Receiving, and Supply Associate**  
Jurisdictional Class: **Competitive**  
Civil Division: **BOCES**  
Adoption: CSM 7/12/2022  
Revised: CSM

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional purchasing, receiving, and supply position responsible for implementing policies and procedures in the BOCES for the purchasing, receiving, and management of goods, supplies and services on behalf of the BOCES; which responsibilities shall include without limitation: (1) developing and implementing the Purchasing Policy consistent with all federal, state laws, rules and regulations, (2) researching and identifying commodity, source, and pricing information for all purchases, (3) determining applicable public advertisement and bid requirements pursuant to General Municipal Law §103 and implementing same, (4) prescribe the form of requisitions, and of receipts for supplies delivered without requisition, that will be required for all BOCES purchases, and (5) shall be the custodian of all vouchers, requisitions, receipts and other papers pertaining thereto which shall be open to the public inspection. The Purchasing, Receiving and Supply Associate shall make all purchases and contracts for supplies for the various offices, buildings and grounds of the BOCES. Reports directly to the Assistant Director of Facilities. Does related work as required.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

. Maintains and monitors Fixed Assets;  
Ensures BOCES purchasing practices are conducted in compliance with Federal and State laws, rules, and regulations as well as County policies;  
Prescribes requisitions forms and receipts for deliveries without requisition;  
Maintains copies of all vouchers, requisitions, receipts, and other documents;  
Coordinates shared service projects related to joint purchasing;  
Develops and implements sustainable and green purchasing and procurement policies; Responsible for the purchasing of materials, equipment and supplies;  
Responsible for supply management and distribution  
Assists department personnel in determining data for and prepares specifications for procurement of equipment and supplies;  
Researches suppliers and state contracts and prepares quotations used in the procurement of items;  
Prepares and maintains a wide variety of records and reports on purchasing activities and stock and inventory control matters;  
Assists with the preparation and organization of auctions, for the purpose of disposing of surplus items;  
Analyzes bids/proposals received and makes recommendations;  
Seeks ways to make current system more efficient;  
Establishes and maintains communication with contiguous counties to share information regarding specific vendors, purchases or policies to be certain the BOCES is purchasing best quality for the lowest price;  
Responsible for preparation and administration of purchasing budget and monthly reports; Solicits and reviews bids from vendors for a wide variety of commodities;  
Coordinates purchasing activities with other Districts and municipalities.  
Responsible for fleet vehicles, inspections, registrations, maintenance  
Prepares vehicles for Drivers Education Programs  
Manages and delivers central supplies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles and practices of purchasing, receiving, and supply management;  
Good knowledge of New York State Laws and policies and procedures relating to purchasing; Good knowledge of financial recordkeeping;  
Good knowledge of office terminology equipment and procedures;  
Ability to read and interpret catalogs, sales contracts, maintenance agreements, and other moderately complex material;  
Ability to establish and maintain effective working relationships with a variety of people including department heads, employees, vendors, and contractors;  
Ability to communicate effectively both orally and in writing;  
Ability to operate a personal computer and utilize common office software programs for word processing, spreadsheets, and record keeping;  
Physical condition commensurate with the demands of the position including moderate lifting of up to 50lbs;  
Excellent time management;  
Knowledge of Warehouse Safety

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in either:
- 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
  - 2) a position responsible for large scale purchasing of a variety of commodities or receiving and distribution of a variety of supplies and materials on a large scale; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and four (4) years of experience in either:
- 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
  - 2) a position responsible for large scale purchasing of a variety of commodities or receiving and distribution of a variety of supplies and materials on a large scale; OR
- C) Graduation from high school or possession of an equivalency diploma and eight (8) years of experience in either:
- 1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or
  - 2) a position responsible for large scale purchasing of a variety of commodities or receiving and distribution of a variety of supplies and materials on a large scale; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B), and C) above.

**ADDITIONAL REQUIREMENT:**

Valid NYS Driver's License