

## **SENIOR PURCHASING CLERK**

Code No.: 3-05-165  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a responsible senior level clerical position involving work in various aspects of purchasing such as review of requisitions and vendor applications, preparation of bid specifications, securing quotations, inputting purchasing documents, web site administration, and cost analysis. Employees may be required to provide backup support for mailroom and other areas. The employee reports directly to and works under general supervision of a senior staff employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Serves as administrator for various areas of department's web site and makes suggestions for site improvement;

Trains staff in the use of LGFS (Local Government Financial System) purchasing system;

Reviews requisitions for vendor selection, proper budgetary codes, accuracy of item descriptions and catalog numbers;

Reviews vendor applications;

Assists in the preparation of bid specifications and prepares requests for quotations to prospective suppliers;

Maintains bidder's file and various purchasing records;

Provides information as requested by other units and vendors;

Acts as back-up in the mailroom.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of office terminology, procedures and methods; good knowledge of business math; good knowledge of record keeping techniques; good knowledge of purchasing practices; keyboarding skill; organizational skill; basic writing skill; ability to create and maintain a web site; ability to establish and maintain a filing system; ability to communicate effectively both orally and in writing; ability to follow directions; ability to work with forms; ability to operate a variety of office machines such as the electronic work station, adding machine, calculator, and photo copier; integrity; dependability; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus three (3) years of paid full-time or its part-time/volunteer equivalent experience\* performing purchasing activities, or in a business office whose main function is purchasing activities;

**NOTE:** College level training in Business Administration or Economics may substitute for

experience on a year for year basis.

\*ordering internal office supplies is not acceptable experience.

**SPECIAL REQUIREMENTS:**

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**ADOPTED:** July 10, 2001