

PURCHASING COORDINATOR

Code No. 3-18-338
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position, located in a school district, is responsible for managing a centralized stock of networking supplies and equipment. The employee reports directly to, and works under the general supervision of, a Director of Regional Information Center. Does related work as required.

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

Prepares specifications, solicits quotes and formal bids, reviewing for compliance;

Facilitates all ordering activities;

Creates and tracks price quotes and maintains periodic price sheet and hardware standards sheet updates to submit to the Board of Education for approval;

Centralizes and maintains software license records;

Maintains current information regarding sources of supply with county, state, and national contracts;

Assists with vendor selection of information technology vendor contracts;

Facilitates and processes documentation to the E-rate program, or Schools and Libraries Program;

Acts as liaison with vendors for product/pricing updates;

Facilitates revenue billing and expensing of vendor invoices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of inventory methods; good knowledge of computer and networking hardware terms; good knowledge of database manipulation; good knowledge of billing and expensing invoices; ability to review specifications, quotes, and bids for compliance; ability to use a personal computer for word processing and database entry; ability to effectively communicate orally and in writing; ability to establish and maintain effective working relationships; ability to move up to forty (40) pounds; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree in Accounting or Computer Science, plus two (2) years paid full-time or its part-time equivalent experience in the use of microcomputer applications, one (1) year of which must have involved purchasing computer hardware and software applications; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as described in (A) above, one (1) year of which must have involved purchasing computer hardware and software applications;

- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess 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.

Monroe County Civil Service Commission

ADOPTED: September 7, 1995

REVISED: October 9, 1997

REVISED: May 1, 2025