

PURCHASING COORDINATOR

Code No: 3-18-338
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This position 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 the 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.)

Maintains a centralized stock of networking supplies;

Completes appropriate inventory procedures for received equipment;

Facilitates all ordering activities;

Creates and tracks price quotes and maintains periodic price sheet and hardware standards sheet updates;

Centralizes and maintains software license records;

Acts as administrator for Asset/Inventory/Purchase system;

Acts as liaison with vendors for product/pricing updates;

Manages LAN tape replacement and off-site storage;

Tracks hardware maintenance costs;

Assists in 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; skill in Microsoft Windows applications; organizational skill; ability to communicate effectively; ability to establish and maintain effective working relationships; ability to move up to forty (40) pounds; initiative; integrity; physical condition commensurate with the demands of the position.

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

- (A) Four (4) years paid full-time or its part-time equivalent experience in the use of microcomputer applications, one (1) year of which shall have been in the purchasing of computer hardware ; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting or Computer Science, plus two (2) years experience as described in (A) above, one (1) year of which shall have been in the purchasing of computer hardware ; OR,
- (C) Any equivalent combination of training and experience as described by the limits of (A) and (B) above.

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: September 7, 1995
REVISED: October 9, 1997