

PURCHASING LIAISON

Code No. 5-16-013
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position responsible for conducting research to secure information in the purchasing field, and supplying interested school districts with information on bids, commodities available, sharing of services. The employee reports directly to and works under the general supervision of a higher-level supervisor. Supervision is not a responsibility of this position. 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.)

Interacts with component districts including studies of standardization possibilities for efficiency and economy, sharing services, equipment and facilities and central purchasing with cooperative bidding;

Interacts with a wide source of vendors to provide an overall understanding of the purchasing procedures, and develops a rapport that will assure expanded competitive interest;

Coordinates procurement of items including warehousing;

Coordinates delivery of items ordered and distribution to assigned locations;

Prepares statistical data and reports.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of current market conditions and practices; good knowledge of purchasing and sales practices; good knowledge of terms/conditions of lease/purchase agreements; ability to study and recommend standardization procedures; ability to plan and work cooperatively with others; ability to communicate orally and in writing; 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) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree and three (3) years of paid full-time or its part-time equivalent experience in purchasing activities; OR,
- (C) Five (5) years of paid full-time or its part-time equivalent experience as defined in (B) above; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A) or (B) above.

SPECIAL REQUIREMENTS:

Depending on the position duties, candidates for employment with the 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: October 24, 1974

REVISED: July 8, 2004