

## **PURCHASING SPECIALIST (BOCES)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves the responsibility of managing all aspects of purchasing and related record keeping for purchasing for a division of Ulster BOCES. An employee in this class keeps informed on NYS and Federal purchasing laws and is responsible for the purchasing process and keeping the district informed. The work is performed under the general supervision of a higher-level employee with leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not normally a function of this class. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Works with Supervisor or designee on establishing “best buy” options and provides districts with the information in a timely manner;

Maintains ongoing communication with vendors regarding knowledge of changes in equipment, systems and software;

Performs all aspects of the purchasing process and renewals as well as asset management facilitation;

Tracks status of purchase orders and keeps district contact informed of status;

Coordinates delivery to the district which includes verifying that the complete order is received in operational condition and follows up on returns or missing/broken parts;

Maintains an inventory of all equipment/software purchased; makes district aware of the maintenance status of equipment and software renewals on an annual basis and facilitates renewal as requested by the district(s);

Provides information as requested to assist districts in planning for upgrades, replacements, and expansion of new projects;

Keeps supervisor informed of any problem(s) and suggests a course of action;

Works with various staff and specialists to ensure that each project proposal is complete;

Works closely with various staff in the division and the Business Office as needed to complete each project;

Works as an integral member of the team to deliver and improve quality of service and ensure effective, seamless communication with all districts;

May assist with facilitating financing options for federal and state technology funding.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of modern purchasing practices; good knowledge of market conditions, legal practices and business methods associated with the purchasing process; good knowledge of school district policies and procedures regarding purchasing equipment and record keeping; working knowledge of office routines, methods, practices and terminology; working knowledge of supply sources; ability to analyze and compare price quotes against the quality of the product; ability to communicate effectively, both orally and in writing; ability to establish a rapport with others in order to facilitate good purchasing practices, competence in buying and delivery functions, and vendor confidence; ability to organize and maintain inventory data and records; sound judgment; thoroughness; initiative, tact, courtesy.

**MINIMUM QUALIFICATIONS:** Either

- A. Possession of a Bachelor's Degree in purchasing, materials management, business management, business administration, computer science or a related field; **OR**
- B. Possession of an Associate's Degree in purchasing, materials management, business management, business administration, computer science or a related field and two (2) years of full-time paid or its part-time equivalent, experience in the purchasing of commodities, materials, supplies or equipment which included the maintenance of related inventory records; **OR**
- C. Graduation from high school or possession of high school equivalency diploma and four (4) years of full-time paid or its part-time equivalent, experience in the purchasing of commodities, materials, supplies or equipment which included the maintenance of related inventory records; **OR**
- D. An equivalent combination of training and experience as indicated in A, B and C above.

**Note:** Successful completion of thirty (30) credit hours from an accredited college or university in purchasing, materials management, business management, business administration, computer science or a closely related field may be substituted for one (1) year of work experience.

**Note:** Your degree or college credits must have been awarded or earned 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.

ULSTER COUNTY  
5303 PUR SP B  
Classification: Competitive

Adopted: June 22, 2026