

Purchasing, Receiving, and Supply Associate

The Cayuga-Onondaga BOCES has an anticipated opening for a **Purchasing, Receiving, and Supply Associate**. This is a competitive civil service position, however this is a new position, so we will hire provisionally. All qualified candidates are encouraged to apply.

This is a multi-faceted position. Responsibilities will include:

Maintain and monitor Fixed Assets;

Ensure BOCES purchasing practices are conducted in compliance with Federal and State laws, rules, and regulations as well as County policies;

Prescribe requisitions forms and receipts for deliveries without requisition;

Maintain copies of all vouchers, requisitions, receipts, and other documents;

Coordinate shared service projects related to joint purchasing;

Develop and implement sustainable and green purchasing and procurement policies;

Responsible for the purchasing of materials, equipment and supplies;

Responsible for supply management and distribution

Assist department personnel in determining data for and prepares specifications for procurement of equipment and supplies;

Research suppliers and state contracts and prepares quotations used in the procurement of items;

Prepare and maintains a wide variety of records and reports on purchasing activities and stock and inventory control matters;

Assist with the preparation and organization of auctions, for the purpose of disposing of surplus items;

Analyze bids/proposals received and makes recommendations;

Seek ways to make current system more efficient;

Establish and maintains communication with contiguous counties to share information regarding specific vendors, purchases or policies to be certain the BOCES is purchasing best quality for the lowest price;

Responsible for preparation and administration of purchasing budget and monthly reports; Solicits and reviews bids from vendors for a wide variety of commodities;

Coordinate purchasing activities with other Districts and municipalities;

Responsible for fleet vehicles, inspections, registrations, maintenance

Prepare vehicles for Drivers Education Programs;

Manage and deliver central supplies.

Minimum qualifications for this position are as follows:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in either:

1) a governmental management or administrative capacity which must have included oversight of fiscal management, and/or purchasing functions, or

2) a position responsible for large scale purchasing of a variety of commodities or receiving and distribution of a variety of supplies and materials on a large scale;

An equivalent combination of education and experience will be considered.

To apply please send your resume, letter of interest, and three references reach out to Doug Tomandl, Assistant Superintendent at the Cayuga Onondaga BOCES.

[dtomandl@cayboeces.org](mailto:dtomandl@caybooces.org)

A civil service application will also need to be completed.

<https://www.cayugacounty.us/DocumentCenter/View/9559/Application-PDF>