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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : PROCUREMENT SPECIALIST
Code : 050095 DOP
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Competitive

GENERAL STATEMENT OF DUTIES

Purchases and procures equipment, supplies or services for Boces Computer Center; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the duties require the use of independent judgment in the performance of technical and administrative purchasing and procurement duties. Supervises subordinate personnel as assigned to the Computer Center.

TYPICAL DUTIES

1. Confers with vendors, purchasing agent, and business office staff regarding the procurement of equipment, supplies and services for the Computer Center.
2. Prepares and supervises the preparation of all data processing purchase orders.
3. Acts as division liaison to purchasing department.
4. Locates vendor sources, when necessary.
5. Expedites procurement requests and purchase orders.
6. Monitors the status of all expenditures and outstanding purchase orders using an automated data base.
7. Meets with business staff to monitor expenditures against actual budgeted amounts.
8. Acts as liaison with user departments regarding work orders for computer services.
9. Supervises motor vehicle operators who pick up and deliver equipment or supplies to school districts subscribing to Computer Center services.
10. Supervises the dispatching and maintenance of data processing delivery vehicles.
11. May supervise and schedule the custodial staff assigned to the Computer Center.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of purchasing principles and practices including quoting and bidding.
2. Knowledge of data processing equipment supplies and services.
3. Ability to plan, coordinate and supervise staff.
4. Ability to maintain records and prepare correspondence and reports.
5. Ability to establish and maintain effective working relationships with associates, subordinates, suppliers and district officials.

MINIMUM QUALIFICATIONS

Training and Experience

Bachelor's degree from a regionally accredited or New York State registered college or university

and

Two years of satisfactory experience purchasing or procuring equipment, supplies or services.

NOTE: Experience, as outlined above, in excess of the two-year requirement, may be substituted for college education on a year-for-year basis, up to a maximum of four years.

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