

TECHNICAL PURCHASING ASSISTANT  
(BOCES #2)

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of a Project Manager of the Southern BOCES Regional Information Center (RIC), this position assists in the procurement of equipment and services for school district technology projects. The incumbent is responsible for providing support for the purchasing of information technology products and services for all phases of school districts' technology projects. Procurement duties include, but are not limited to, source selection (i.e., bid, NY State contracts, BOCES contracts, sole source, etc.), price negotiation, phone quotes, placement of orders, follow up on and coordination of equipment delivery. This position involves considerable interaction with department heads, vendors, manufacturers and RIC Staff. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides Project Managers with status of purchases for all projects;

Obtains price quotes for purchase requests by identifying vendors, current bid documents, applicable contracts and sole source vendors;

Complies with applicable State purchasing regulations and internal policies and control procedures for the various purchasing methods;

Coordinates the renewal of software licensing;

Arranges service agreement contracts for school districts and tracks renewals;

Assists Project Managers in confirming delivery dates of hardware and software and coordinates with districts on same;

Assists in updating the bill of materials for each project;

Utilizes an automated system in order to create and process computer requisitions for products to be purchased, manage contracts, and track equipment deliveries and returns;

Maintains, in coordination with Project Managers and/or RIC Senior Network Specialists, product and service requirements for all technology projects;

Maintains cooperative relations with vendors and manufacturers;

Keeps up to date on new product lines and offers including rebates for cost savings;

Meets with supervisors and internal staff committees to discuss technology changes, to introduce new hardware lines and review current contracts and pricing;

Maintains relationships with school district personnel, RIC staff and vendors to ensure project success and customer satisfaction;

EXAMPLES OF WORK (Illustrative Only) (continued)

May, when needed, expedite deliveries or approval of partial shipments to meet project deadlines;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the mechanics of purchasing; thorough knowledge of the laws relating to public purchasing; thorough knowledge of modern office practices, procedures, and equipment; basic knowledge of information technology as it relates to the equipment utilized in LAN/WAN installations; ability to articulate technical requirements to vendors; ability to communicate effectively both orally and in writing; ability to establish effective working relationships with school district personnel, RIC staff and vendors; ability to comprehend and carry out complex written and oral instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; initiative; sound judgment; resourcefulness; physical condition commensurate the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of an equivalency diploma and six (6) years of work experience, three (3) years of which the primary function of the position was in purchasing or providing customer service support\* in the information technology field.

SUBSTITUTION: Satisfactory completion of 30 college credits\*\* may be substituted on a year for year basis for up to three (3) years of the general work experience. There is no substitution for the three (3) years of specialized experience.

\*SPECIAL NOTE: Purchasing or customer service support in the field of information technology does not include any retail/sales or repair service experience with computers.

\*\*SPECIAL NOTE: Education beyond the secondary level must have been awarded 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.