



CLARKSTOWN CENTRAL SCHOOL DISTRICT

Mr. Jeffrey Sobel
Assistant Superintendent for Personnel and Instruction

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ANTICIPATED CIVIL SERVICE POSITION AVAILABLE

DATE: October 6, 2020
POSITION: Purchasing Supervisor (Provisional Appointment)
LOCATION: Chestnut Grove
SALARY: According to Contract Commensurate with Experience
AVAILABILITY: January 1, 2021

Civil Service positions will be filled consistent with Rockland County Department of Personnel's requirements.

Qualified interested personnel should respond by email by October 16, 2020 Please include a current resume to: sbyrne@ccsd.edu

This is technical and supervisory work involving responsibility for performing a variety of activities in the operation of a purchasing function either in a County department or in a local municipality. The specific responsibilities will depend on the jurisdiction where the position is established. The work is performed independently and under the general direction of a director or administrator having responsibility for the purchasing function. Supervision is provided to other staff. Does related work as required.

Good knowledge of the practices and procedures of purchasing in a public agency; good knowledge of general office procedures; good knowledge of inventory control practices*; ability to communicate effectively, both orally and in writing; ability to use computer software as it applies to the purchasing function*; ability to plan and supervise the work of others; ability to establish and maintain cooperative relations with others.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and five (5) years of complex clerical** and/or technical experience that included or was supplemented by responsibility for the purchasing of a variety of materials, supplies or equipment, three (3) years of which must have been in a purchasing office or setting or in support of a purchasing function, and one (1) year of which must have involved supervisory responsibilities. (The purchasing experience must have substantially included formal or informal bidding in a variety of purchasing fields or in purchasing a wide variety of items in one specific field. Experience limited to requisitioning or ordering from salesmen will not be considered as qualifying.)

NOTE: An Associate's degree or equivalent college credits or higher in Accounting, Business Administration, Economics and/or Management may be substituted for two (2) years of the required complex clerical and/or technical experience.

*To be demonstrated during the probationary period.

**Complex clerical experience shall be defined as clerical work, equivalent to "principal-level" or higher, that consists of the integration, coordination and/or oversight of clerical processing functions of a clerical unit, resolving complex clerical problems and acting as a troubleshooter, and may involve secretarial responsibilities. The work is distinguished from lower-level (e.g., senior-level) clerical experience in the judgment involved (e.g., work includes handling problems that may involve varied & unrelated clerical processes) and independence (e.g., may make decisions that involve resolving unusual clerical problems).