

NEWBURGH

ENLARGED CITY SCHOOL DISTRICT

Dr. J. Manning Campbell

Superintendent of Schools

Mr. Ed Forgit
Ms. Andrea Moriarty
Dr. Kathleen Farrell
Mr. Christopher Bayer
Mr. Michael McLymore
Ms. Onyx Peterson
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

Deputy Superintendent
Asst. Superintendent, Elementary Curriculum & Instruction
Asst. Superintendent, Secondary Curriculum & Instruction
Asst. Superintendent, Exceptional Learners
Asst. Superintendent, Human Resources
Asst. Superintendent, Chief Information & Data Officer
Asst. Superintendent, Finance/Chief Financial Officer
Asst. Superintendent, Chief Equity Officer

December 1, 2023

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Michael McLymore
Assistant Superintendent of Human Resources

This posting will end at 4:00PM
on Thursday, December 14, 2023

RE: Anticipated Vacancy: Purchasing Agent (Confidential Managerial)

This position is non-represented; Confidential Managerial

POSTING NUMBER: PRCH-001

****Purchasing Agent position is Provisional and Contingent upon the results of the Civil Service Exam when issued.**

GENERAL STATEMENT OF DUTIES:

Is responsible for purchasing all supplies, materials, equipment, and services for the school district, supervises the payment of claims.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Extensive knowledge of supply markets, trade conditions, business methods, and purchasing practices in general; knowledge of the special nature of procuring supplies, materials, equipment and services to meet educational needs, familiarity with current studies and literature in the field of educational, industrial, and governmental purchasing; knowledge of modern principles and practices of purchasing, knowledge of the principals and the practices involved in the maintenance of financial accounts and records; comprehensive knowledge of a wide variety of commodities; excellent knowledge of current practices in preparation of purchase specifications; strong personnel integrity; sound professional judgment, initiative and resourcefulness; ability to get along well with and to supervise others; skill in articulating and communicating the district's purchasing policies ; ability to understand and follow complex oral and written directions; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

- Graduation from an accredited college or university with bachelor's degree in business administration, or allied field; or
- Graduation from accredited two year college or university with an associate degree in business administration, or allied field, and four years of experience in purchasing; or
- Any equivalent combination of experience and training sufficient to indicate ability to perform the duties of the position

NOTE: Incidental purchasing in connection with the management or running of a business or as a partial function will not be considered acceptable experience.

A complete job description is on the District's website www.newburghschools.org under the 'DISTRICT' tab/Employment with the District.

- Internal applicants must** submit a current resume and letter of interest to:
Office of Human Resources, 124 Grand St. Newburgh, NY 12550 **OR** FAX to: 563-3468
- External applicants** must respond via the OLAS Web Site (www.olasjobs.org) on or before the above closing date.

Please do not email Mr. McLymore directly.

MM: sb