

Ms. Onyx Peterson
Ms. Elisa Correa-Soto
Dr. Shannon O'Grady
Mr. Christopher Bayer
Ms. Mary Ellen Leimer
TBD
Ms. Kimberly Rohring
Dr. Natasha Freeman-Mack

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

November 15, 2024

**Revision – Post End Date Extension*

This posting will end at 4:00PM on
**Wednesday, January 15, 2025*

MEMO: TO ALL SCHOOLS-PLEASE POST

FROM: Mary Ellen Leimer ^{MEL}₅₃
Interim Assistant Superintendent of Human Resources

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, maintains and updates fixed asset records, and oversees the disposition of district assets. Supervises personnel as assigned; other duties as assigned

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Extensive knowledge of supply markets, 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; excellent knowledge of current practices in preparation of purchase specifications; strong personal 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: Either

A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's degree in accounting, business or public administration or related field and three years of experience in purchasing a variety of commodities which shall have included the preparation of specifications, RFP and bid process facilitation and applicable state and local procurement laws in a supervisory capacity, Or;

B. Graduation from a regionally accredited or NYS registered college or university with an Associate's degree in accounting, business or public administration or related field and five years of experience in purchasing a variety of commodities which shall have included the preparation of specifications, RFP and bid process facilitation and applicable state and local procurement laws, three years of which must have been in a supervisory capacity, Or;

C. Graduation from high school or possession of a high school equivalency diploma and seven years of experience in purchasing a variety of commodities which shall have included the preparation of specifications, RFP and bid process facilitation and applicable state and local procurement laws, three years of which must have been in a supervisory capacity.

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 Ms. Leimer directly.

MEL:sb