

## **PURCHASING TRAINING & DATA MANAGEMENT SPECIALIST**

**341-C**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves the responsibility for the effective maintenance and management of information and data in support of the purchasing financial software program administered through the County Purchasing and Central Services Office. Incumbent is responsible for training County employees who utilize the purchasing financial software program. The range of duties will include maintaining computerized bid specifications for internet public access, including awards, addendums and updates on a daily basis. It also involves the automation of office operating procedures utilizing a variety of application software programs. Work is performed under general supervision with leeway for independent judgment in carrying out most of the duties of the position.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Conducts and coordinates training sessions for County employees on the use of the

purchasing financial software program;

Troubleshoots and assists County departments in mainstreaming their orders and requisitions,

including instructions on application utilization, searching techniques, upgrades and new

program features as well as with purchase order related material;

Creates training guides and related material for training purposes;

Maintains and updates computerized bid specifications and related information for internet public

access, including awards, addendums and updates on a daily basis;

Assists in the development and implementation of upgrades to the purchasing financial system;

Processes orders for all bid items and opens orders on a daily basis, including verification of pricing,

applicable discounts and ensuring all orders are in accordance with County bid

specifications;

Creates purchase orders for open order items for departments for payment processing through the

Audit Department;

Performs a variety of record keeping and reporting tasks utilizing a variety of application programs,

including word processing, data base and spreadsheet programs.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: Good knowledge of modern software applications relating to purchasing bids and specifications; good knowledge of office automation products, including electronic mail, word processing, database and spreadsheets; good knowledge of practices used in providing instruction and guidance to others; good knowledge of office terminology, procedures and equipment; good knowledge of business arithmetic and English; working knowledge of account keeping methods and procedures; ability to present ideas clearly, both orally and in writing; ability to prepare detailed records and to prepare reports; ability to work effectively with other employees; sound judgment; and resourcefulness.

**MINIMUM QUALIFICATIONS**: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in a computer related field and one (1) year of experience in providing instruction in the use of computer software as it relates to the purchasing process; or

- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in a computer related field and three (3) years of experience in the purchasing process, including one year in providing instruction in the use of computer software as it relates to the purchasing process; or
- (C) Graduation from high school or possession of a general equivalency diploma and five (5) years of experience as described in (B) above, including one year in providing instruction in the use of computer software as it relates to the purchasing process; or
- (D) An equivalent combination of training and experience as described in (A), (B) and (C) above.

**NOTE:** Your degree or credits 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. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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