VACANCY ANNOUNCEMENT #17-58

CLOSING DATE: OCTOBER 5, 2017

This position is not in the Classified Service of New York State, but is covered under New York State Military Law. If selected, current Civil Service employees will lose their seniority within the Classified Service, thereby exempting them from applying for promotional exams within Civil Service.

POSITIONS TO BE FILLED PENDING AVAILABILITY OF FUNDING.

<table>
<thead>
<tr>
<th>Title</th>
<th>Purchasing Agent</th>
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<tr>
<td>Locations</td>
<td>New York State Division of Military and Naval Affairs (DMNA):</td>
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<tr>
<td></td>
<td>Latham Headquarters – Directorate of Management and Budget - number of vacancies - 1</td>
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<tr>
<td>Salary Grade</td>
<td>SG-18</td>
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<td>Salary Range</td>
<td>Current Start Rate: $56,200</td>
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<td>Job Rate: $67,827</td>
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<td>Duties and Responsibilities:</td>
<td>Under the direction of the Director of Management and Budget, Purchasing Contract Administrator, and/or assigned supervisor, the purchasing unit is responsible for the agency purchasing program and incumbent will oversee as well as purchase a variety of supplies, materials, equipment and services required by departments/directorates. Incumbent will ensure purchasing activities are implemented in accordance with State contracts and open market buying rules and regulations issued by the Department of Law (OAG), Office of General Services (OGS) and the Office of the State Comptroller (OSC). When applicable, incumbent will properly incorporate National Guard Bureau rules for the purchasing of goods and services.</td>
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The position performs responsibilities in accordance with all statutory, agency and labor contract requirements and where applicable, in accordance with National Guard Bureau (NGB) standards, specifically those requirements of the Master Cooperative Agreement between NGB and DMNA – current and as amended for all. The position may report to state and/or federal supervisory personnel.

Responsibilities include but are not limited to the following:

- Receives, reviews and processes requests from agency program departments for the purchasing and or contracting of all types of goods and services.
- During review and processing ensures proper vendor selection procedures are applied – to be purchased from preferred supplier, through an existing contract, or purchased in the open market.
- Ensures funds are available.
- Prepares and processes purchase orders in accordance with requirements.
- Prepares bid proposals and specifications for items to be placed under contract. Ensures all language and procedures meet requirements. Prepares for and may preside at bid openings.
- Reviews bids for accuracy and completeness and awards or recommends award of contract based on requirements.
- Processes contracts according to rules and regulations and prepares correspondence accompanying award correspondence.
- Follows up on complaints concerning purchases and requisitions.
- Supervises support staff in the preparation and processing of documents and maintaining office files and inventory records.
- Plans, schedules and assigns tasks, provides technical guidance and direction and reviews work in progress and upon completion to ensure compliance with guidelines, policy and procedures.
- For all emergency purchasing, ensures goods and services are acquired in accordance with agency requirements, maintains meticulous records, and performs reconciliation of records at completion.
- After emergency activations of New York Military Forces, provides emergency purchase information necessary to complete funding reimbursement requests such as Federal Emergency Management Agency (FEMA).
- Provides assistance to staff when problems arise. Interprets procedures and policy and resolves work problems with staff, suggesting and discussing better ways to accomplish tasks.
- Must successfully complete training for any required state and federal specific software and data systems such as the Statewide Financial System (SFS) and the Statewide Learning Management Systems (SLMS).
- Trains staff in the procedures and techniques required in the performance of their jobs and evaluates their work performance.
- Periodic travel will be required (in-state and out-of-state) to other facilities; to attend training; or other requirements related to duties as needed. Travel will utilize various modes of transportation.
- Attend and complete training as required.
- May perform supervisory duties.
- May require overtime.
- Other job duties as assigned.

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<th>Minimum Qualifications:</th>
<th>Satisfactory completion of three (3) years in a position allocated to Salary Grade 13 or higher in which primary duties include accounting, purchasing, bookkeeping, finance, or similar duties and responsibilities.</th>
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<td>An Associate’s degree in a finance or accounting related field and a minimum four (4) years of experience in which 50% or more of your time must have included accounting, purchasing, bookkeeping, finance, tabulations and</td>
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calculations, preparing specifications and reviewing bid proposals, or similar duties and responsibilities and one (1) year of supervisory experience.

OR

A Bachelor's degree in a finance or accounting related field and a minimum two (2) years of experience in which 50% or more of your time must have included accounting, purchasing, bookkeeping, finance, tabulations and calculations, preparing specifications and reviewing bid proposals, or similar duties and responsibilities and one (1) year of supervisory experience.

Must be at least 18 years of age and have a high school diploma or GED.

Must be able to read and write in English.

Must be familiar with and be able to independently use commonly utilized software programs such as Microsoft Word and Excel.

Required to have or successfully complete within 90 days of receiving computer access, all SFS, SLMS and other computer training as related to position duties.

Must have and maintain a valid driver's license to operate a motor vehicle in the State of New York.

In accordance with NGB standards, will be required to obtain and maintain a favorable background investigation, and have an appropriate clearance to allow access to computer networks and restricted areas to determine suitability, loyalty, and trustworthiness. Minimally a National Agency Check with Inquiry (NACI) will be completed - dependent on current regulation, a SECRET clearance may be required.

* A combination of education and other work experience, including military, may be considered, however, candidate must demonstrate at least (6) years in total and direct relevance to the requirements noted above also including at least 1 year of supervisory experience.

At all times, the employee MUST maintain minimum standards in accordance with current agency requirements and directives noted above; failure to do so will subject the individual to disciplinary action, including possible termination.

NOTE: Position standards illustrate the nature, extent and scope of duties and responsibilities of the position described. Standards cannot and do not include all of the work that might be appropriately performed by the incumbent. The minimum qualifications above are those which were required for appointment at the time the Position Standards were written. Please contact State Human Resources Directorate for current information on minimum requirements for appointment. Please contact State Human Resources Directorate for any further information regarding the position requirements.
How to Apply:

To be considered for interview, submit a cover letter and resume. **In e-mail subject line and cover letter indicate the title, location, vacancy announcement number of the position for which you are applying.** Ensure to clearly note how you meet the minimum qualifications for the position. Please be certain to note any specific licenses or certifications in a skilled trade.

If you are a former public employee retired within New York State currently receiving benefits, indicate this and the name of the retirement system in your cover letter.

**Cover letter and resume may be submitted via E-mail (preferred method), FAX, or Mail.**

E-mail to: ng.ny.nyarng.mbx.mnhs-job-posting@mail.mil
FAX to: (518) 786-6085

Mail to:
New York State Division of Military and Naval Affairs
State Human Resources Management
330 Old Niskayuna Road
Latham, New York 12110-3514
Attn: Classifications

**ALL DOCUMENTS MUST BE RECEIVED IN STATE HUMAN RESOURCES MANAGEMENT (MNHS) BY OCTOBER 5, 2017.**

**VAGUENESS AND OMISSIONS WILL NOT BE RESOLVED IN YOUR FAVOR.**

Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.

Subject of Interview:

ALL CURRENT PERMANENT DMNA STATE EMPLOYEES WHO MEET THE MINIMUM QUALIFICATIONS WILL BE INTERVIEWED TO EVALUATE THEIR QUALIFICATIONS, TRAINING, EXPERIENCE, ABILITY TO MEET THE NEEDS OF THE DIVISION AND ABILITY TO PERFORM THE DUTIES AND REQUIREMENTS OF THE POSITION. THE REQUIREMENT TO PROVE QUALIFICATION SHALL REST WITH THE EMPLOYEE.

ALL OTHER CANDIDATES WHO MEET THE minimum qualifications will be considered for interview to evaluate their qualifications, training and experience in relation to the duties and requirements of the position.

POSTED: SEPTEMBER 20, 2017

STATE VACANCY ANNOUNCEMENT #17-58. New York State is an Equal Opportunity/Affirmative Action Employer.