

# **TOMPKINS COUNTY CIVIL SERVICE EXAMINATION**

## **Inclusion Through Diversity**

### **OPEN TO THE PUBLIC**

**Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526**

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Purchasing Specialist - Finance

**EXAM NO:** 85054

**SALARY:** \$53,955 -Hire Rate \$58,658.00- Working Rate (after 9 months)

**LOCATION:** Finance

**TYPE OF EMPLOYMENT:** Full Time, Part-Time, Temporary

**EXAM DATE:** 02/10/24

**ISSUE DATE:** 12/08/23

**THE FINAL DATE TO FILE APPLICATIONS:** 12/31/23

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 02/11/24

**RESIDENCY:** Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

**THE USE OF QUIET HAND HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

#### **LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Purchasing Specialist- Finance located in the Tompkins County Finance Department. The eligible list resulting from the open competitive examination may be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list.

#### **MINIMUM QUALIFICATIONS:**

1. Graduation from a regionally accredited or New York State registered college with an Associate's degree in business administration, marketing, accounting, retail sales management, or related field AND at least three (3) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved purchasing, retail sales involving item pricing and cost analysis of goods, or account keeping involving commodities or banking programs; **OR**
2. Graduation from High School or possession of a high school equivalency diploma AND at least five (5) years full time paid (or equivalent part-time) experience in accounting and/or experience which involved preparation of materials and services and purchasing, retail sales involving item pricing and cost analysis of goods, or account keeping involving

commodities; **OR**

3. Any combination of training and experience equal to or greater than that described in(a) and (b) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

An incumbent in this class is responsible for backing up the Purchasing Manager and providing routine assistance with all procurement and competitive bidding process of commodities, goods and services for County departments. The Purchasing Specialist assists with the administration of computer operations related to RFP's and bids. The work involves assisting with coordinating and performing the tasks of county-wide purchasing, preparation of detailed specifications, communicating with vendors, and the researching of trade publications regarding the purchasing of goods and supplies. The incumbent may also assist with gathering necessary data for the reporting and accounting of the County's capital assets (fixed assets), utilizing a capital assets software program. This position will assist the Purchasing Manager with maintaining and updating the purchasing policies and procedures including research to develop policies and/or procedures as needed. The work is performed under the general supervision of the Purchasing Manager with leeway allowed for the exercise of independent judgment. Supervision may be exercised over clerical and assigned staff. The position requires that the incumbents maintain a wide range of professional contacts and that he or she be able to provide instruction to departments, officials, and vendors on the proper procedures. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Assist with preparing specifications or standards for bids, RFP's, and written price quotations;
- Places legal ads, distributing bid packages to vendors, holding bid openings, and analyzing bids;
- Assist in evaluating bids received to ensure that they are in accordance with specifications and legal requirements;
- Purchasing of materials, equipment and supplies for the County;
- Receiving and reviewing purchase requisitions/purchase orders from County Departments for content, accuracy and adherence to County and State procurement policies;
- As backup to the Purchasing Manager, will approve, issue and distribute purchase orders on the absence of the Purchasing Manager;
- Develops and updating new purchasing policies and procedures along with Purchasing Manager;
- Maintaining file system for tracking purchase orders, bids, and quotes;
- Acts as initial contact between vendors and departments to establish delivery and payment schedules as backup to the Purchasing Manager;
- Assist with meeting and negotiating with vendors and coordinating purchase requests to assure optimum value for acquisitions;
- Communicating and/or corresponding with departments to define needs and with vendors, dealers, firms, or suppliers concerning materials, contracts, deliveries, inquiries, price quotations, complaints, substitutions, etc.;
- Obtains and studies comparative price quotations to ensure economy in purchases;
- Preparing reports and correspondence regarding bids, requisitions, cancellations of orders, price changes, adjustments, and contract execution;
- Works with departments in establishing pricing for departmental budgets or reviews requests based upon recommendation of the County Administrator to ensure comparativeness and fairness;
- May analyze market conditions by researching current technical publications and practices to determine pricing trends or product qualities;
- May analyze drawings, examine samples, and attend demonstrations to determine compliance with specifications;
- May organize cooperative purchasing efforts with Municipalities by meeting with Town Supervisors or Highway Superintendents to assure that their needs are addressed in bid specifications for services and for procurement of equipment, services, and supplies;
- Assist with providing training to County departments and municipalities, as needed upon request, regarding purchasing procedures;

- May consult with vendors regarding payment, invoice, delivery, and service issues, including the issuance of complaint letters and contract cancellation notices;
- Provide assistance with the year end processes including rolling of purchase orders and closing of capital assets as required;
- Provide accounting and reporting of the County's capital assets, including processing, sorting, recording, scanning and filing of documents electronically as needed;
- Assist with physical inventory for all capital assets and provide departmental reports;

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of principles, practices and technical resources of purchasing and specification writing, inclusive of typical documents, contracts, and forms as well as bidding and procurement practices;
- Good knowledge of ethical and acceptable business practices;
- Knowledge of legal requirements and procedures of competitive bidding;
- Familiarity with Web based RFP/Bid programs including virtual bid openings;
- Knowledge of 'Best Value' purchasing practices;
- Knowledge of Collaborative and/or piggybacking purchasing contracts;
- Knowledge of technical resources and information used in specification writing;
- Good knowledge of properties, uses, costs and standards of business, commercial, industrial, and construction materials, equipment, and supplies;
- Understanding of 'Green' purchasing / environmentally preferred sourcing methods;
- Working knowledge of EXCEL, including sorting, tables and reporting functions;
- Ability to learn and utilize new reporting and account-keeping software for purchasing and capital assets;
- Ability to read, understand, and apply technical directions, diagrams, charts, and written tests which describe specifications of business, commercial, industrial, and construction materials, equipment, and supplies;
- Ability to analyze and compare price quotations;
- Ability to analyze and organize complex data and prepare records and reports;
- Ability to develop effective working relationships and deal effectively and diplomatically with public, vendors, contractors, and departments;
- Ability to organize and maintain accurate records and files;
- Ability to organize and analyze data and prepare records and reports;
- Ability to do research and work independently;
- Ability to understand and carry out complex oral and written directions;
- Demonstrated commitment to diversity, equity and inclusiveness;
- Thoroughness, honesty, initiative, resourcefulness, accuracy, good judgment, tact, and courtesy;
- Physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations;
- Ability to drive to various Tompkins County locations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit for extended period in an office setting, use hands to keyboard, handle, or feel objects, manipulate tools, or controls, and reach with hands and arms. The employee is required to see, walk, talk and hear. The employee must occasionally lift and/or move up to 45 pounds. Due to extensive computer usage, the job requires considerable visual effort. Vision abilities required by this job include close vision and the ability to adjust focus to a mid-range. The employee's physical and mental condition shall be commensurate with demands of the position, either with or without reasonable accommodation. Psychological demands are moderate for this position. Considerable interpersonal skills are necessary in order to create connections, obtain buy-in, cooperation with community agencies, municipalities and throughout the organization. The employee is required to have a valid NYS license in order to drive to various remote Tompkins County locations. Internal contacts may include work with elected officials, department heads or deputies and will require professional collaboration on overlapping projects. External contacts are with professional associates, liaisons, community groups and involve the development of professional networks. The work environment has minimal exposure to disagreeable conditions. The incumbent will perform all related duties as required.

**Complete Scope of the examination and Expanded subtest descriptions:**

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

**Arithmetic computation with calculator**

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

**Principles and practices of purchasing**

These questions test for candidates' knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850