

## NYS Purchaser Job Description

### Duties:

1. Is responsible for all purchases for Naugatuck Youth Soccer, Purchasing including but not limited to:
  - a. Equipment
  - b. Supplies
  - c. Uniforms
  - d. Patches
  - e. Field Equipment
  - f. Safety Supplies
2. Responsible for maintaining the rented storage facility that holds equipment:
  - a. Keep organized and clean
  - b. Keep a running Inventory of stored items
  - c. Restock as necessary
3. Is expected to supply Age Directors with necessary items to keep NYS coaches and players able to practice and play:
  - a. Equipment is distributed through appropriate age group directors, not through individual coaches, unless special circumstances arise.
4. Responsible for setting up all purchases through specific vendors and maintaining the relationship between the club and vendor:
  - a. Will be responsible for all uniform and equipment changes
  - b. Will maintain style changes
5. Will ensure that all invoices from purchases are sent to the Treasurer in a timely fashion to ensure accurate and prompt payment.