

## **PURCHASING AGENT**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves overseeing the purchasing program of a municipality or school district including acquisition of a wide range of materials, supplies, equipment, and services. The incumbent prepares and approves bid specifications, as well as approves purchases and makes recommendations regarding purchasing which includes both contacting vendors and interviewing sales people. The work is performed under administrative direction with a wide leeway allowed for the exercise of independent judgement in planning and executing assignments. Supervision is exercised over the work of subordinate support staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Solicits and reviews Requests for Bids (RFB) and Requests for Proposals (RFP) from vendors for a wide variety of commodities and services;

Confers with department heads and their representatives on the purchasing needs of their agencies;

Prepares and approves specifications for items to be purchased;

Recommends award of contracts to vendors for the purchase of supplies and equipment;

Plans and oversees advertising for solicitations;

Analyzes purchasing projects and work systems to determine potential for cost reduction and increased effectiveness and efficiency;

Designs procurement policies for acquiring items which are ordered by internal departments on a regular basis, including commodity forecasting and consolidation of purchases between departments;

Maintains liaison with contractors and vendors in purchasing negotiations;

Advises staff members in regard to availability of goods and services;

Keeps abreast of current price trends, market conditions and new or improved items of supply;

Oversees excess and surplus equipment disposal procedures;

Maintains computer based records for inventory control and pricing;

Prepares a variety of records and reports related to the work.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of market trade conditions, business methods and current purchasing practices and procedures;

Thorough knowledge of modern principles and practices of governmental purchasing;

Thorough knowledge of Federal, State and local laws governing purchasing practices;

Good knowledge of office terminology, procedures and equipment;

Good knowledge of business arithmetic and English;

Purchasing Agent - contd.

Ability to prepare and interpret purchase specifications;  
Ability to analyze bids and make purchase recommendations;  
Ability to establish and maintain good working relationships with department heads and others;  
Ability to understand and follow complex oral and written directions;  
Ability to plan and supervise the work of others;  
Ability to perform close, detail work involving considerable visual effort and strain;  
Ability to operate a computer to retrieve data.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in accounting, business or public administration, economics or closely related field and one year of experience in large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR
- B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in accounting, business or public administration, economics or closely related field and three years of experience in large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience in large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts; OR
- D) An equivalent combination of training and experience as defined by the limits of A), B) and C) above.