

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is responsible technical work involving the purchase of a wide range of materials, supplies and equipment. An employee in this class passes upon purchases, interviews salespersons, and contacts vendors. Work is performed under general supervision of the County Administrator with leeway allowed for the exercise of independent judgement in carrying out the details of the work in accordance with established policies. Direct Supervision may be exercised over the work of clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Solicits and reviews bids from vendors for a wide variety of commodities;
 Prepares specifications for items to be purchased;
 Recommends the awarding of contracts after study of bids;
 Reviews requisitions from operating departments, and oversees coding of expenditures and related clerical work attached to purchasing process;
 Insures that delivered commodities are undamaged and in accord with agreed upon terms;
 Maintains liaison with contractors and vendors in purchasing negotiations;
 Maintains inventory on all dispensed goods in order to maintain sufficient stock levels;
 Advises members of staff in regard to availability of goods and services;
 Assists in the preparation of the annual budget.

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 current practices governing the preparation of purchase specifications; thorough knowledge of modern principles and practices of governmental purchasing; ability to establish and maintain good working relationships with department heads and others; ability to understand and follow oral and written directions; ability to plan and supervise the work of others; good judgement, resourcefulness; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- 1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in either Accounting; Business or Public Administration or Economics, and one year of experience in large scale purchasing of a variety of commodities; or
- 2) Graduation from a regionally accredited or New York State registered two-year college with an Associate's Degree in either Accounting, Business or Public Administration or Economics, and three years of experience in large scale purchasing of a variety of commodities; or
- 3) Graduation from high school and five years of experience in large scale purchasing of a variety of commodities; or
- 4) Any equivalent combination of training and experience as defined by the limits of (1), (2), and (3).