

## ASSISTANT TO THE PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Purchasing Agent, this position involves assisting the Purchasing Agent in the controlling responsibility for the purchase of all supplies, materials and equipment required by various County departments, district offices and municipalities by means of the competitive bidding process. Responsibility includes analyzing, reviewing and coordinating the required functions involved in the exercise of control of purchase, sale, rental, storage and maintenance of all supplies, material and equipment. Partial supervision may be exercised over Buyers and support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative only)

Assists in establishing and enforcing standard specifications for the purchase of all materials, supplies and equipment;

Cooperates in the supervision of the efficient operation and management of the central purchasing system, as well as the inspection and delivery of equipment, supplies and materials;

Assists in the direction of the operation of storerooms and warehouses as well as the disbursement and transfer of supplies, materials and equipment in the custody of the Purchasing Agent;

Assists and cooperates in the preparation of an annual warehouse inventory and the annual budget relating to the purchase and replacement of equipment;

Reviews recommended additions to the list of qualified bidders.

Analyzes the recommendations made by department heads regarding goods to be purchased which best meet their needs;

Consults with department buyers on bid and award procedures as required;

Assists in the preparation of bids and the awarding of contracts for purchases of materials and supplies.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern competitive purchasing methods and procedures; thorough knowledge of the laws relating to public purchasing in Westchester County; good knowledge of warehouse operations including inventory control and materials handling; ability to meet and deal effectively with departmental representatives and vendors; resourcefulness; integrity; good judgment; initiative; good health.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) A Bachelor's Degree\* and two years of experience in the management and/or supervision of the purchasing or inventory control operation of a large organization, at least one year of which involved the maintaining the technical standards for the purchase of a wide variety of equipment, materials and supplies; or (b) an Associate's Degree\* and four years of experience as specified above; or (c) graduation from high school and six years of experience as specified above; or (d) an equivalent combination of training and experience as defined by the limits of (a) through (c).

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.