

DEPUTY PURCHASING AGENT-WCC

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the College's Vice President and Dean of Administrative Services, the incumbent has responsibility for the purchase of large quantities of materials, equipment, and supplies for Westchester Community College. The incumbent acts on behalf of the Purchasing Agent in his/her absence. In addition, as directed by the College President and/or Vice President and Dean of Administrative Services, the incumbent serves on panels and committees as well as researches issues related to higher education and College operations and administration to provides analysis, advice and recommendations. Supervision is exercised over a small number of employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all aspects of purchasing materials, equipment and supplies for the College; acts on behalf of the Purchasing Agent in his/her absence;

Prepares and writes specifications for a variety of services, materials, equipment, and supplies;

Secures bids as prescribed by law and makes awards therefrom;

Serves as a member of the College Contract Review Committee;

Assists in the procurement of services for College departments and operations by preparing Requests for Purchase;

Reviews grants, licenses and service contracts to ensure compliance with applicable state and county regulations and college procedures;

Provides advice and recommendations to the Vice President regarding major procurement initiatives;

Reviews contracts for purchase of materials and gathers information on various brands of items to be purchased and the reliability of sources of supply;

Checks requisitions and purchase orders against specifications and catalogues;

Assists in the buying process as required;

Checks requisitions for propriety (Business Office approval, etc.);

Consults with departments regarding goods to be purchased which best meet their needs and completes related detail in regard to the same;

Assists with the preparation of the annual budget relating to the purchase and replacement of equipment for the approval of the Vice President;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Assists in evaluating equipment at budget approval time to substantiate the need for new or rehabilitation of equipment;

Interviews salesman and company representatives in order to gain a more thorough knowledge of the products being considered;

Attends conventions and seminars pertaining to purchase and warehousing, storage and warehousing;

Prepares reports and answers correspondence;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of purchasing a wide and varied number of articles, goods and equipment insofar as price and quality are concerned; thorough knowledge of the laws relating to public purchasing in Westchester County; thorough knowledge of storage and inventory control; thorough knowledge of acceptable business practices in dealing with product suppliers; good knowledge of budget and accounting classification against which departmental changes may be made; skill in the use of computer applications such as spreadsheets, word processing, e-mail, and database software; ability to meet and deal effectively with salesman and College departmental representatives; ability to plan and supervise the work of others; integrity; ability to communicate effectively, both orally and in writing; accuracy; good judgment; initiative; thoroughness; tact; ability to get along with others; physical condition commensurate with the demands of the position.

DESIRED TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* and five years of experience where the primary function of the position was the buying/purchasing of a wide variety of commodities in the purchasing department of a large private or public organization and included the writing and negotiating of contractual agreements, one year of which that must have been in a supervisory capacity; (b) a high school or equivalency diploma and nine years of experience as described in (a), including writing and negotiating contractual agreements and the one year of supervisory experience; or (c) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) and (b).

SUBSTITUTIONS:

1. Satisfactory completion of 30* credits in the fields of Business Administration, Economics, Finance or a related field may be substituted on a year for year basis for up to two years; candidates must possess the supervisory experience.
2. Certification as a Purchasing Manager (C.P.M.), Certification as a Public Purchasing Official (C.P.P.O.) or Certification as a Public Purchasing Buyer (C.P.P.B) may be substituted for one year of the required experience; candidates must possess the supervisory experience.

*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 Department of Education as a post-secondary, degree-granting institution.

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J.C.: Unclassified
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Job Group: W02