

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position serves as part of the Commissioner's executive management team and is responsible for directing the competitive bidding process and overseeing the management of contractual agreements for the purchasing of equipment and supplies for County departments and participating local jurisdictions. Responsibilities involve implementing public purchasing policies to ensure compliance with all federal, state and local laws, rules, procedures and regulations, interpreting policies, directing the warehousing of a large inventory of supplies and equipment, and overseeing the maintenance of an automated inventory. Considerable latitude is given for the exercise of independent judgment. Supervision is exercised over a large number of professional Buyers, administrative, clerical and warehouse personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Staffs, supervises, directs and controls the operation and management of the County's centralized purchasing system and warehouse, the Bureau of Purchase and Supply, to provide for the efficient acquisition of County goods and services;

Supervises the preparation of competitive bids on all purchases of materials, supplies and on all contracts for the purchase, repair, maintenance, rental and service of equipment to ensure compliance with State and County laws, goals and policies;

Establishes and enforces standard specifications for County equipment and supplies, to ensure quality and foster competition;

Directs the operation of County warehouse(s);

Assigns and supervises research and market studies in order to recommend more efficient alternatives for meeting County goals and objectives;

Establishes priorities for the assignment and completion of routine and special purchasing projects for County departments;

Monitors departmental purchases to ensure consistency with County objectives;

Develops and administers the Municipal Purchasing Program, providing local governments, cities, towns, villages, school districts or other special districts the administrative and economic advantage of participation with County bids and contracts;

Authorizes and directs transfers of supplies, materials and equipment among departments, offices or agencies;

Sells or leases any surplus, obsolete or unused supplies, materials, and equipment under rules and regulations established by Act or Local Law of the County Board;

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

Oversees the maintenance of a perpetual, automated inventory of supplies and equipment;

Prepares the annual budget relating to the purchase and replacement of equipment for the approval of the Commissioner;

May act as a purchasing agent for any city, town, village, school district or other unit of local government upon their request and under such conditions as may be provided by Act or Local Law of the County Board;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern purchasing methods and procedures; thorough knowledge of the public competitive bidding process; thorough knowledge of acceptable and legal business practices dealing with vendors including the understanding of legal aspects and procedures as they relate to the competitive bidding process and contracts; good knowledge of warehouse operation including automated inventory systems and control, and materials handling; ability to supervise the work of others; ability to meet and deal effectively with sales representatives and County officials; strong negotiating skills; ability to communicate well both orally and in writing; ability to use automated systems such as spreadsheets, word processing, calendar, email and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; thoroughness; accuracy; resourcefulness; good judgment; honesty; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) A Bachelor's Degree* and seven years of purchasing experience including the writing and negotiating of contractual agreements, two years of which must have been in a supervisory capacity; or (b) an Associate's Degree and nine years experience as stated above in (a) including the two years of supervisory experience; or (c) a Master's Degree* in Public or Business Administration and five years experience as stated above in (a) including the two years of supervisory experience; or (d) a satisfactory equivalent combination of the foregoing training and experience as defined by the limits of (a) through (c).

NOTE: Experience obtained as an intern in Public Administration may be substituted for an equivalent amount of experience in purchasing. There is no substitution for the two years of specialized 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 Education Department as a post-secondary, degree-granting institution.