

## PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee in this class has responsible charge of all purchasing of a wide variety of equipment, material and supplies for a municipality, special district, or a school district. This involves overseeing the various steps involved in the process of competitive bidding and in establishing contractual agreements that lead to the purchasing of equipment, material and supplies. Responsibilities involve reviewing and approving specifications; analyzing bids to ensure that the product meets the standard specification; and interpreting policies, rules, procedures and regulations relating to the purchase of equipment and supplies; and other pertinent laws concerning public purchasing. The exercise of careful judgment is essential as decisions may impact expenditures of large sums of money. Supervision may be exercised over technical and clerical personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Awards contracts of sale to vendors for the purpose of equipment and supplies;

Solicits and reviews bids from vendors for a wide variety of commodities;

Oversees the clerical review of requisitions from operating departments and maintenance of related records on expenditures;

Maintains liaison with contractors and sellers in their dealings with the purchase office;

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

Checks on deliveries of material ordered;

Directs the preparation of specifications for items purchased;

Prepares purchase ordinances for consideration of the municipal or school board;

Plans and oversees advertising for articles to be purchased;

Confers with principals, supervisors and/or department heads regarding the needs of the school and/or departmental services;

May supervise technical and clerical employees assigned to the purchasing office;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of markets, trade conditions, business methods and purchasing practices in general, including a knowledge of a wide range of commodities; thorough knowledge of current practices dealing with preparation of purchase specifications; familiarity with current studies and literature in the field of large-scale industrial and governmental purchasing; ability to supervise the work of others; ability to understand technical oral and written directions; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; integrity; good judgment; initiative; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six years of office experience, four years of which included or was supplemented by purchasing activities\*\* for a commercial, industrial or governmental enterprise or agency; or (b) a Bachelor's Degree\* in Business or Public Administration and two years of the specialized experience described above; or (c) a Master's Degree\* in Business or Public Administration and one year of the specialized experience described above.

\*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.

\*\*DEFINITION: In this case, purchasing activities are defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people will not be considered as qualifying. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages, Special  
Districts, Cities of Rye &  
Peekskill, School Districts  
J. C.: Competitive

Job Class Code: 0717  
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