

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 12/5/00

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing purchasing programs including acquisition of a wide range of materials, supplies and equipment. An employee in this class performs purchasing, analyzes bids and makes recommendations regarding purchasing including interviewing sales people and contacting vendors. This work is performed under administrative supervision. Supervision may be exercised over the work of subordinate personnel engaged in clerical activities associated with the purchasing process. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Solicits and reviews bids from vendors for a wide variety of commodities;
Confers with department heads and their representatives on the purchasing needs of their department or agency;
Prepares specifications for items to be purchased;
Recommends award of contracts to vendors for the purchase of supplies and equipment;
Reviews requisitions from operating departments and oversees coding of expenditures and related clerical activities attached to the purchasing process;
Ensures that delivered commodities are undamaged in accord with agreed upon terms;
Establishes an annual bid calendar in conjunction with supervisor or to insure that all bids are opened and awarded so as to coordinate with needs of the department or agency;
Schedules specifications and quantity requests and reviews with the participating departments or agencies to consolidate requests in accordance with the bid calendar;
Compiles and disseminates formal bid specifications or summary results to supervisor in accordance with the bid calendar;
Meets with administrators of participating agencies regularly to discuss existing program and possible expansion of program;
Hosts formal bid openings where all bids shall be open and read aloud;
Compiles and disseminates bid summary results and forwards same to supervisor with recommendation for award;
Serves as a resource center to agencies for individual bid items as requested by the department or agency;
Maintains current state contract files for reference by departments or agencies;
Plans and oversees advertising for articles to be purchased;
Supervises the clerical processing of requisitions from departments and the maintenance of related records on expenditures;
Maintains liaison with contractors and vendors in purchasing negotiations;
Advises staff members in regard to availability of goods and services;
Keeps abreast of current price trends, market conditions and new or improved items of supply;
Approves vouchers on equipment and materials for payment;

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TYPICAL WORK ACTIVITIES cont'd:

Arranges for fiscal support checks for inventory areas each year to verify records;
Operates a micro-computer to perform inventory control and pricing;
Establishes locations for storage and procedures for distribution control of equipment and supplies;
Prepares a variety of records related to the work.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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 using catalogs, price lists, and literature; ability to establish and maintain good working relationships with agency heads and others; ability to understand and follow oral and written directions; ability to plan and supervise the work of others; ability to operate a micro-computer with purchased software; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or a New York State registered four (4) year college or university with a Bachelor's degree in either accounting, business or public administration, economics or a closely related field **AND** one (1) year of experience in large scale purchasing of a variety of commodities; **OR**
- (B) Graduation from a regionally accredited or a New York State registered two (2) year college with an associate degree in either accounting, business, or public administration, economics, or closely related field, **AND** three (3) years of experience as described in (A) above; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** five (5) years of experience as described in (A) above.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.