

Jurisdiction: Oneida County, BOCES,
Schools, Towns & Villages
Jurisdictional Class: Competitive
Revised: 1/12/95

ASSISTANT PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the purchasing program. An employee in this title assists in purchasing, analyzing bids and making recommendations regarding purchasing. The work is performed under the general supervision of a Purchasing Director or Deputy Superintendent and Business Manager, etc. Supervision is exercised over the work of technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists in soliciting and reviewing bids from vendors for a wide variety of commodities;
Develops procedures, regulations and guidelines to efficiently implement a centralized purchasing system;
Assists in preparing specification for items to be purchased;
Assists in reviewing requisitions from divisions and coding of expenditures;
Ensures that delivered commodities are undamaged in accord with agreed upon terms;
Compiles bid specification results to supervisor in accordance with the bid calendar;
Supervises and ensures conformity with bidding procedures for the purchase of supplies or equipment;
Assist in hosting formal bid openings where all bids shall be open and read aloud;
Compiles and disseminates bid summary results;
Serves as a resource center to divisions for individual bid items as requested;
Maintains current state contract files for reference by the divisions;
Plans advertising for articles to be purchased;
Arranges and promulgates rules for the sale or lease of obsolete or excess supplies or equipment;
Processes requisitions from divisions and maintains related records on expenditures;
Assists in advising 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;
Makes final review of purchase orders;
Operates a micro-computer to perform inventory control and pricing;
Prepares a variety of records related to the work;
Formulates all agreements for contracted services;
Maintains perpetual inventory records and prepares periodic activity reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of business methods and current purchasing practices and procedures; thorough knowledge of current practices governing the preparation of purchase specification; good knowledge of modern principles and practices of governmental purchasing using catalogs, price lists and literature; ability to establish and maintain good working relationships with division heads and others; ability to understand and follow oral and written directions; ability to operate a micro-computer with purchased software; sound judgment.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in either accounting, business or secretarial science, or a closely related field, **AND** one (1) year of experience assisting in large-scale purchasing for a public or private organization; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as described in (A) above; **OR**
- (C) An equivalent combination of training and experience, as defined by the limits of (A) and (B) above.

NOTE: The requisitioning of materials and supplies is **NOT** acceptable experience.