

PURCHASING AGENT - WATER AUTHORITY

Code No.: 3-14-205
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a buyer position responsible for the operation of the purchasing function of the Monroe County Water Authority to acquire services, equipment, materials and supplies at the most economic overall cost. The employee reports directly to, and works under the general supervision of, the Director of Finance and Business Services-Monroe County Water Authority with substantial latitude to accomplish duties. Direct supervision may be exercised over clerical support. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Related activities may be performed although not listed.)

Reviews requisitions and requested requirements;

Obtains written and verbal quotations from up-to-date vendor lists for purchases not subject to public bid;

Interviews vendors and maintains vendor information on overall performance;

Develops bid advertisements, specifications, bidding sheets and tabulations for items purchased through public bids;

Coordinates, receives bids and tabulates bids at public bid openings;

Completes purchase orders and supervises routine typing, follow-up and filing;

Assigns and monitors work to meet established procedures and requirements;

Monitors deliveries for compliance with schedules and expedites as necessary;

Handles all purchasing correspondence and maintains related records;

Coordinates purchasing activities with other Water Authority Departments;

Assists staff with making decisions as to purchases, preparing requisitions, purchase orders and related services;

Maintains price data on repetitively purchased items for ready reference;

Oversees the maintenance of stock and inventory of Water Authority stationary and office supplies;

Coordinates the maintenance of stock levels of maintenance items with the warehouse manager;

Works closely with accounting staff to verify price, terms, delivery, shipping charges and proper account numbers;

Assists in revising and updating the Water Authority's purchasing guidelines and procedures.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and procedures for purchasing involving both quotations and public bids; good knowledge of acceptable business practices in dealing with vendors; good knowledge of the needs of the Water Authority; good knowledge of

office procedures and terminology; good knowledge of English grammar; good knowledge of business mathematics; ability to deal effectively with vendors; ability to follow technical oral and written directions; ability to analyze cost/benefit opportunities offered by various vendors; ability to establish good working relationships with others; ability to communicate orally and in writing; good judgment; ability to be discrete when handling confidential information; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus, EITHER:

- (A) Five (5) years paid full-time or its part-time equivalent purchasing experience in a government agency, industrial company, or utility; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus three (3) years paid full-time or its part-time equivalent experience as outlined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: February 27, 1986

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