

## **ASSISTANT PURCHASING AGENT**

Code No. 5-01-015  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for assisting with purchasing supplies, equipment and services for a school district or other governmental unit. Duties are performed in accordance with General Municipal Law, board policy, regulations and established procedures. The employee reports directly to, and works under the general supervision of a Purchasing Agent or other higher-level staff member. Does related work as required.

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

Receives requests from departments and authorizes placement of orders;

Assists in writing specifications for requested supplies, services and equipment;

Consults with users to ensure correct vendor delivery of bid and non-bid items;

Under the direction of the supervisor, communicates with administrators and staff on the needs of services;

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

Does the preliminary work on processing department requests and surveys and reviews of annual budget and historical data;

Assists in the issuance of purchase orders to vendors;

Provides support in bid advertising in accordance with law;

Opens and analyzes bids to determine low bidder conformance to specifications and recommends bid award;

Under the guidance of the supervisor, uses a file of state contract and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;

Follows a calendar of purchasing activities to ensure timely ordering and delivery of goods and services;

Attends to the clerical duties related to receiving, opening and tabulating public bids;

Maintains records on activities of purchase program;

Maintains liaison with administrators and staff to determine degree of satisfaction with purchases;

Keeps abreast of market, price, and supply conditions for needed goods and services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of New York State General Municipal Law as it relates to municipal purchasing; good knowledge of ethical and acceptable business practices in dealing with

vendors and suppliers; good knowledge of business mathematics and English; good knowledge of vendors and sources of supplies for goods and services; good knowledge of competitive purchasing procedures; good knowledge of principles and practices of large scale purchasing; ability to perform mathematical computations; ability to communicate orally and in writing; ability to interview and deal effectively with salesmen, vendors, administrators and staff; ability to conduct research to obtain information relative to areas such as quality of products and services and price; ability to comprehend technical written directions and specifications; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's or Bachelor's degree plus two (2) years paid full-time or its part-time equivalent experience in purchasing supplies and equipment, preparation of materials and services specifications, AND selection of vendors; OR,
- (B) Four (4) years paid full-time or its part-time equivalent experience as defined in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**NOTE:** Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business or Public Administration may be substituted for one (1) year of paid full-time or its part-time equivalent experience.

**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 job.

Monroe County Civil Service Commission

**ADOPTED:** 12/5/68

**REVISED:** November 8, 2018