

## PURCHASING AGENT

Code No. 5-16-008  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a technical position responsible for purchasing supplies, equipment and services for a school district. The employee reports directly to and works under the general supervision of a senior level administrator, in accordance with the General Municipal Law, board policy, regulations and established procedures. General supervision may be exercised over a clerical staff. 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.)

Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;

Plans and schedules purchasing of assigned commodities using department requests and surveys, reviews of annual budget, reviews of historical data;

Receives, opens and tabulates public bids; makes recommendations on accepting or rejecting bids;

Writes specifications based on requests for supplies, services and equipment, and consults with users to assure correct vendor delivery of bid and non-bid items;

Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchases;

Directs the issuance of purchase orders to vendors;

Assures conformance with specifications by establishing inspection, receiving and reporting procedures for deliveries from vendors;

Uses a file of state contract and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;

Places bid advertising in accordance with law, opens and analyzes bids to determine low bidder conformance to specifications, and recommends bid award to board;

Interviews vendors to discuss product lines, quality levels, and product availability;

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

Confers with principals, supervisors and department heads on the needs of their schools and services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of New York State General Municipal Law as it relates to municipal purchasing; good knowledge of competitive purchasing procedures; good

knowledge of principles and practices of large scale purchasing; good knowledge of ethical and acceptable business practices in dealing with vendors and suppliers; good knowledge of business mathematics and English; skill in mathematical computation; ability to prepare specifications and solicit informal quotations and formal bids; ability to communicate effectively, both orally and in writing; ability to meet, interview and deal effectively with salesmen, vendors, building principals and other school district personnel; ability to plan and maintain work schedules; ability to do research; thoroughness; initiative; accuracy; integrity; 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) Six (6) years of 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) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree, plus four (4) years of experience as outlined in (A); OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years of experience as defined by the limits of (A) and (B); OR,
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

**NOTE:** A Master's degree in Business or Public Administration may be substituted for one (1) year of experience.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** March 15, 1984

**REVISED:** July 10, 2001

(Non-Competitive for East Irondequoit CSD PT only)