

PURCHASING ASSISTANT

Code No.: 5-16-015
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an intermediate level position in the field of purchasing responsible for assisting an administrator in a school district with purchasing a wide variety of equipment, supplies, and services. The employee assists in preparation of bids, specifications and quotations. The employee reports directly to, and works under general supervision from, an administrator, director, or other senior staff member. Supervision may be a responsibility of this class. 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):

Assists in purchasing, or purchases a selected area of supplies, equipment and services;

Conducts assigned research regarding such factors as quality, price and delivery schedules;

Drafts bid lists and bid specifications and advertises for opening;

Receives, opens and tabulates public bids;

Selects appropriate vendor and solicits quotations from them;

Interviews sales representatives;

Continually searches for new sources of supply and new products;

Represents the administrator during interviews and conferences, correspondence, telephone discussions and with other departments;

Prepares statistical reports of activities, including cost comparison.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the principles and practices of large-scale purchasing; good knowledge of business mathematics and English; good knowledge of office terminology and procedures; ability to prepare bid specifications, and solicit formal and informal bids; ability to conduct research to obtain information relative to quality, price, etc.; ability to prepare statistical reports; ability to communicate well both orally and in writing; ability to establish and maintain effective professional relationships; initiative; accuracy; integrity; good judgment; physical condition commensurate with the demands of the position.

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

- (A) Six (6) years of paid full time or its part time equivalent experience in industrial or municipal purchasing, two (2) years of which shall have involved specification writing, buying, bidding, or selecting 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 defined in (A) above, two (2) years of which shall have involved specification writing, buying, bidding, or selecting vendors; 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 paid full-time or its part-time equivalent experience in industrial or municipal purchasing, two (2) years of which shall have involved specification writing, buying, bidding, or selecting vendors; OR,
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

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: January 8, 1987

REVISED: June 19, 1987