

Department: County Manager/Purchasing
Classification: Competitive
Grade: 6 M/C

SPEC DISK FD
DOCUMENT 11

ASSISTANT PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently coordinating the purchasing process for various county departments, including the preparation of specifications for bids and Requests for Proposals, advertising for bids, notification of bid awards and preparation of purchase orders. The work requires the incumbent to utilize a computer and various specialized software and peripheral equipment in the performance of these duties. The incumbent will assist with general office coverage within the County Manager's Office. General supervision is received from the County Manager with considerable leeway for the exercise of independent judgement in carrying out the details of work. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares and enters specifications for goods, services and commodities to be purchased and may consult with appropriate department heads and other subject matter experts for technical information about goods, services or commodities;
Advertises for bids and Requests for Proposals (RFP), notifies vendors of awards following review, examination and tabulation of bids or RFP's received;
Prepares Purchase Orders;
Researches State Contracts and other sources to determine best acquisition options;
Maintains relations and contract compliance with vendors and contractors;
Confers with department heads concerning their purchasing needs;
Maintains vendor lists, price lists and other reports associated with purchasing;
Performs related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in purchasing principles and practices; good knowledge of preparation of purchase and RFP specifications; good knowledge of modern office practices and procedures; ability to research Municipal Law and incorporate law into County procurement policy; ability to operate a computer and peripheral equipment; ability to plan and supervise the work of others; ability to express oneself clearly both orally and in writing; ability to get along well with others; high degree of accuracy.

PROMOTION QUALIFICATIONS:

Four (4) years of permanent competitive status as a Senior Purchasing Clerk.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and one (1) year of experience in purchasing or accounting for a business or government agency; or
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and three (3) years of experience in purchasing or accounting for a business or government agency; or
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience in purchasing or accounting for a business or government agency.

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