

Department: County Manager
Classification: Competitive
Grade: 4 M/C

SPEC DISK CA
DOCUMENT 12

SENIOR PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently performing and/or supervising moderately difficult and responsible coordination of the purchasing process for the various county departments, including the preparation of specifications, advertising for bids, notification of bid awards, completing purchase orders, and authorizing payment of vouchers. The work requires the incumbent to utilize the computer and periferal equipment in the performance of these functions. General supervision is received from the department head with considerable leeway for the exercise of independent judgment in carrying out the details of the work. Supervision is exercised over the work of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only)

Prepares and enters on the computer specifications for items to be purchased and may consult with the appropriate department for technical information about the items;
Advertises for bids and notifies vendors of awards of contracts following the review of bids received;
Prepares purchase orders and searches the internet to obtain the best products and prices;
Maintains liaison with vendors and contractors and keeps abreast of current prices and new or improved items;
Confers with department heads and their representatives concerning their purchasing needs, and reviews requisitions for items requested;
Uses the internet to insure that purchases are current with State Contracts;
Reviews requisitions in computer system for conversion to purchase orders;
Assists in the preparation of the department budget and maintains accounts of the department expenditures;
Responsible for maintaining and updating phone system through requests for installation, repairs, and changes;
Supervision of clerical employees in the office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern methods used in purchasing principals and practices; good knowledge of the preparation of purchase specifications and bid process; good knowledge of office practices and procedures; ability to operate a computer and peripheral equipment; ability to plan and supervise the work of others; ability to express oneself clearly orally and in writing; ability to get along well with others; high degree of accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or N.Y.S. registered college or university with an Associate Degree in Business Administration, Accounting, Economics, or related field and two years of clerical experience involving the purchase of supplies and materials and the use of a computer;
- (b) Graduation from high school and four years of experience as outlined in (a) above.
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.