

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the responsibility of the advertising for and the purchasing of all municipal supplies and equipment through the use of prescribed methods and procedures. The incumbent is authorized to issue purchase orders without prior approval of higher-level administrative personnel when law does not require formal bidding procedures. Work is performed under general direction. Supervision may be exercised over subordinate technical or clerical employees.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed, which could reasonably be expected to be performed by an employee in this title.

1. Prepares, or supervises the preparation of, all bid specifications and statements of general bidding conditions to be included in every notice or invitation to bid; advertises for, solicits, and reviews bids from vendors; maintains lists of bidders and offers, records the history of supplier performance, and issues purchase orders;
2. Awards contracts of sale to vendors for the purchase of equipment and supplies as directed;
3. Supervises and participates in the preparation of specifications for items to be purchased;
4. Keeps current on price trends and market conditions and new or improved items of supply;
5. Supervises the clerical review of requisitions from operating departments and the maintenance of records of expenditures;
6. Discusses purchasing needs with the department heads and other administrative officials;
7. Verifies deliveries of materials ordered;
8. Maintains liaison with contractors and sellers in their dealings with the purchasing office;
9. Maintains an up-to-date, complete catalog and price listing for pertinent commodity groups, including New York State contract listings;
10. Maintains vendor listings and verifies new vendor sources;
11. Uses computers to obtain instant and accurate product and price listings, to track inventory levels, process routine orders, and help determine when to make purchases
11. If employed by Dutchess County Government, supervises, the County's Purchasing Card (P-Card) Program.

PURCHASING AGENT (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of markets, trade conditions, business methods, and purchasing practices, including, but not limited to, purchasing card (P-Card) programs;
Knowledge of current practices dealing with appropriations for purchase specifications;
Knowledge of software packages for inventory control and to develop financial spreadsheets and reports;
Knowledge of office practices necessary for interacting with staff and vendors, expediting orders, resolving problems with goods and shipments, retrieving information and compiling and analyzing information;
Knowledge of supervisory practices including scheduling, organizing workflow, resolving problems and evaluating employee performance;
Knowledge of Federal, State and local laws, codes and rules regulating governmental purchasing;
Skill in designing and developing consultant agreements, bid specifications and requests for proposals;
Ability to analyze, compare, and interpret facts and figures quickly;
Ability to acquire substantial subject matter knowledge of specialized department or agency programs and related laws and regulations;
Ability to establish and maintain effective working relationships with others;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Public Administration, Economics or a closely related field and two years of experience in large quantity purchasing of a variety of commodities;
- OR: (B) Graduation from high school or possession of a high school equivalency diploma and six years of full-time experience in large quantity purchasing of a variety of commodities of which two years must have been at a supervisory level;
- OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

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