

DEPUTY PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for assisting the Budget Officer, who serves as the County Purchasing Agent, with purchasing tasks. This involves approving and processing requisitions for equipment, supplies, and services in accordance with New York State Laws and County policies. The incumbent assists the Budget Officer with the development and implementation of purchasing policies and controls by managing and updating a countywide purchasing system, preparing and reviewing bids, coordinating Requests for Proposals with department heads, and performing related purchasing duties. Work is performed under the general supervision of the Budget Officer with leeway allowed for the exercise of independent judgment within the limits of established laws and policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Advises department heads and/or personnel on equipment availability and makes purchasing recommendations to them which are most cost effective;
- Researches products for purchase by maintaining vendor lists and catalogs;
- Reviews departmental requisitions and budget requests for the purchase of equipment, supplies, and services;
- Monitors the countywide purchasing system by reviewing purchase orders on-line;
- Maintains a system for tracking purchase orders, vendors, and other pertinent information related to purchasing;
- Maintains contact with vendors by telephone, correspondence and the Internet;
- Inventories and reconciles county property annually;
- Responsible for data entry of inventory records and retrieval of records information;
- Reviews requisitions for compliance with New York State Laws and county policies;
- Meets with new product vendors to obtain product information and cost;
- Contacts vendors for product options/discounts;
- Conducts product research by using the latest technology such as the Internet;
- Advertises and records all bids in accordance to New York State Laws and county policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERICS: Good knowledge of modern principles and practices of purchasing; good knowledge of New York State Laws and policies and procedures relating to purchasing; good knowledge of business arithmetic; ability to review the work of others for the purposes of accuracy; ability to establish and maintain effective working relationships with others; ability to communicate effectively both orally and in writing; ability to operate a personal computer and utilize common office software programs; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

EITHER:

(A) Graduation from a regionally accredited college or New York State registered college or university with an associates degree in business administration, retail sales management, marketing, or related field and one (1) year experience in general finance, purchasing supplies and equipment, or retail sales involving item pricing or cost analysis of items or goods; **Or**

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience as defined in (A); **Or**

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

Competitive Class

Established 01/01/2008 Personnel Officer
Amended 02/09/2009 Personnel Officer