

Jurisdictional Class: Competitive
Adopted: August 12, 1987
Revised: May 3, 2010

COUNTY PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: These duties involve responsibility for purchasing supplies and equipment for county agencies. The work is performed under the general supervision of the County Administrator or Deputy County Administrator in accordance with established policies and procedures with leeway allowed in the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the activities of subordinate clerical employees. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Solicits and reviews bids from vendors for a wide variety of commodities;
Awards contracts of sale of vendors following review of bids;
Maintains liaison with vendors and contractors in their dealings with the county;
Helps to prepare specifications for items purchased;
Keeps abreast of current price trends, market conditions, and new or improved items of supply;
Has charge of the review of requisitions from operating departments and the maintenance of related records on expenditures;
Checks deliveries of materials ordered;
Approves vouchers on equipment and materials for payment;
Prepares purchase ordinances for consideration by governing body;
Plans and oversees advertising for articles to be purchased;
Confers with department heads and their representatives on the needs of their agencies.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of market and trade conditions and the purchasing process;
Good knowledge of current literature in the field of industrial and governmental purchasing;
Ability to prepare specifications for necessary commodities and equipment;
Ability to understand technical, oral, and written directions;
Sound judgment.

MINIMUM QUALIFICATIONS: Graduation from a high school or possession of a high school equivalency diploma and either:

- (a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree and two (2) years of experience in the purchasing of a variety of commodities; or
- (b) Four (4) years of experience in the purchasing of a variety of commodities; or
- (c) An equivalent combination of training and experience as defined by (a) and (b) above.