ALBANY
NEW YORK | EST. 1686

Kathy M. Sheehan   Tolani Elumade, MPA, MPS   Albany City Hall
Mayor   Director of Human Resources   24 Eagle Street, Rm 301
                                                           (p) 518-434-5049
                                                           (f) 518-434-5269

<u>Notice of Job Opening</u>

<u>Position:</u>

Purchasing Agent

Applicants must meet the requirements outlined in the enclosed job description.

*PLEASE NOTE: This position is in the competitive class and will be filled on a provisional basis pending the outcome of the civil service examination.

** Effective immediately, **all new hires must be vaccinated against the COVID-19 virus,** unless they have been granted a reasonable accommodation for religion or disability. If you offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the office of Human Resources.

<u>Department:</u>	Purchasing
<u>Number of Vacancies to be filled:</u>	1
<u>Rate of Pay:</u>	$46,000.00/year @ 37.5 hours/week
<u>Schedule:</u>	Monday - Friday
<u>Application Deadline:</u>	**Until Filled** All applicants must submit an application online via jobs.albanyny.gov to be considered for the job opening.
<u>Residency Requirement:</u>	YES Per City Code § 62-1, all individuals hired by the City of Albany municipal government must be or become residents of the City of Albany within 180 days of hire. Failure to move into the City shall be deemed a voluntary resignation.

<u>The City of Albany is an Equal Opportunity /Affirmative Action Employer.</u>

<u>Posted on Tuesday, August 17, 2021</u>

PURCHASING AGENT

DISTINGUISHING FEATURES OF THIS CLASS: Under the general supervision of the head of the purchasing office or his/her designee, the incumbent is responsible for identifying vendors, researching goods and services, processing purchase orders, and verifying delivered items. The Purchasing Agent provides assistance to city staff on procurement and is responsible for ensuring that New York State regulations and the City purchasing policy are followed. The work involves troubleshooting complex issues, solving problems, and frequent communication with vendors and departments. This position is also responsible for financial, clerical, and administrative duties within the Purchasing Office and may be called upon to work on cross-functional teams with staff from other departments.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
- Receives and evaluates purchase order submissions from departments to ensure cost effectiveness and compliance to city purchasing policies and state regulations;
- Solicits price quotes, selects vendors and orders supplies, goods, services, as prescribed by law;
- Checks requisitions and purchase orders against specifications and catalogues;
- Responds to employee and departmental inquiries/complaints to resolve issues related to procurement, purchasing, contract specifications, equipment, supplies, and vendor services;
- Analyzes price proposals, financial reports, and other data and information to determine reasonable prices;
- Develops training materials and conducts regular training sessions with city staff on purchasing policies and procedures;
- Maintains knowledge of all organizational and governmental rules affecting purchases, and provides information about these rules to organization staff members and to vendors;
- Researches and evaluates suppliers, based on price, quality, selection, service, support, availability, reliability, production and distribution capabilities, and the vendor's reputation and history;
- Develops constructive and cooperative working relationships with city staff, managers, vendors, and other users, and maintains them over time;
- Uses computers and software systems to enter data and generate complex reports for management on a routine basis;
- Performs day-to-day administrative activities such as maintaining electronic information files and processing paperwork;
- Provides information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:
- Working knowledge of modern methods of maintaining and reviewing financial accounts and records, including computer database and spreadsheet functions;
- Ability to navigate software programs with ease, particularly enterprise resource planning software;
- Knowledge of principles and processes for providing high quality customer service;
- Ability to understand and follow oral and written instructions;
- Ability to identifying complex problems and review related information to develop and evaluate options and implement solutions;

- Openness to change (positive or negative) and to considerable variety in the workplace;
- Creativity and alternative thinking to develop new ideas for and answers to work-related problems;
- Understand technical concepts and communicate them clearly;
- Ability to effectively teach others how to use complex software systems;
- Working knowledge of personal computers;
- Working knowledge of office terminology, procedures and equipment;
- Working knowledge of business English;
- Ability to make arithmetic computations rapidly and accurately;
- Ability to write legibly;
- Ability to get along well with others;
- Clerical aptitude;
- Mental alertness;
- Neatness;
- Accuracy;
- Integrity;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of paid full-time experience in procurement, purchasing, or related administrative work; **OR**

B. Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree and three (3) years' paid full-time experience in procurement, purchasing, or related administrative work; **OR**

C. Graduation from high school or possession of a high school equivalency diploma and five (5) years' paid full-time experience in procurement, purchasing, or related administrative work; **OR**

D. An equivalent combination of training and experience as indicated in A, B, and C above.

Issued: 1/6/21