

DEPUTY PURCHASING DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent acts for and on behalf of the Purchasing Director in procuring materials, supplies and equipment by soliciting price quotes, preparing purchase orders, reviewing incoming requisitions and confirming orders in accordance with the City's procurement policy. The incumbent will also assist the Purchasing Director with the supervision of office clerical staff. The incumbent works under the general direction of the Purchasing Director and acts in his/her stead when the Director is absent.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Solicits price quotes, selects vendors and orders supplies, goods, services, as prescribed by law;
- Checks requisitions and purchase orders against specifications and catalogues;
- Researches the State contract vendors and other preferred vendors to determine the most cost effective vendor for purchases;
- Oversees and monitors the use of the automated purchasing system by both purchasing staff and departmental users;
- Interviews sales persons and company representatives in order to gain a more thorough knowledge of the products being considered;
- Reviews incoming requisitions for confirming orders for accuracy;
- Reviews and signs purchase orders;
- Reviews and signs standard City vouchers;
- May assist the Director in the supervision of office clerical staff;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of purchasing specifications, procedures and practices;
- Thorough knowledge of the City's procurement policy;
- Thorough knowledge of market trade conditions;
- Thorough knowledge of business methods;
- Good knowledge of personal computers and office equipment;
- Ability to establish and maintain good working relationships with others;
- Ability to prepare written reports and correspondence;
- Integrity;
- Discretion;
- Reliability;

- Initiative;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents with a Bachelor's Degree in Business Administration or Accounting and two (2) years of paid fulltime experience in business, accounting, or a purchasing-related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the NYS Board of Regents with an Associate's Degree in Business Administration or Accounting and four (4) years of paid fulltime experience in business, accounting, or a purchasing-related field; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and six (6) years of paid fulltime experience in business, accounting or a purchasing-related field; **OR**
- D. Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

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