

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing the purchasing program of the City School District of Albany. An employee in this class is responsible for interviewing salesmen, analyzing bids and passing upon purchases. An incumbent must exercise careful judgment in the work since erroneous decisions may result in loss of large sums of money. The work is performed under administrative direction of the Assistant Superintendent of Business Affairs with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over subordinate clerical personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Solicits and reviews bids from vendors for a wide variety of commodities;
- Plans and oversees advertising for articles to be purchased;
- Directs preparation of specifications for items purchased;
- Recommends the awarding of contracts after study of bids;
- Reviews requisitions from operating departments, and oversees coding of expenditures and related clerical work attached to purchasing process;
- Independently purchases minor items of equipment and supplies with legally permissible;
- Maintains liaison with contractors and vendors in purchasing negotiations;
- Studies current price trends, market conditions, and new or improved items of supply;
- 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 market trade conditions, business methods, and current purchasing practices and procedures;
- Thorough knowledge of current practices governing the preparation of purchase specifications;
- Ability to acquire a good knowledge of the purchasing practices of a school system;
- Ability to maintain good working relationships with department heads and others;
- Ability to understand and follow oral and written directions;
- Ability to plan and supervise the work of others;
- Good knowledge of personal computers and office equipment;
- 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 in accounting, business administration, public administration, or economics and one (1) year experience in large scale purchasing of a variety of commodities; **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 in accounting, business administration, public administration, or economics and three (3) years experience in large scale purchasing of a variety of commodities; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years experience in large scale purchasing of a variety of commodities; **OR**
- D. An equivalent combination of training and experience as indicated in A, B, and C above.