

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the performance of purchasing and buying duties for both bid and non-bid purchasing of services, supplies, and materials for a municipality. Incumbents will also perform office clerical and secretarial duties relating to the procurement function. Work is performed under general supervision with some leeway for independently performing most job tasks.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Meets with department heads to identify equipment, supply and service purchasing needs;

Requests price quotations, compares quotations, and compiles a summary of quotations;

Prepares bid specifications;

Prepares and processes purchase orders;

Reviews state contract literature and processes purchasing requests through state contracts;

Screens callers or visitors to determine the nature of an inquiry and makes referrals as deemed appropriate;

Types correspondence, reports, and records;

Schedules meetings or conferences;

Maintains a variety of office clerical files and records;

Performs a variety of clerical, record keeping, and related tasks in support of the purchasing department's overall responsibilities and functions.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARAC-

TERISTICS: Good knowledge of principles and practices of large scale purchasing; good knowledge of business arithmetic and English; good knowledge of office terminology, procedures, and equipment; working knowledge of account-keeping methods and procedures; ability to perform arithmetic computations rapidly and accurately; ability to negotiate price adjustments; ability to maintain records and prepare reports; ability to type at a rate of 35 w/p/m or better; and clerical aptitude.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher including at least nine (9) credit hours in courses related to business administration, accounting, or a related field; or
- (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in a position involving the processing of purchase orders and requisitions; or
- (C) An equivalent combination of training and experience as described in (A) and (B) above.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed:

Jurisdictional Class:

Public Hearing:

NYS Civil Service Commission Approval:

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