

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for managing a centralized purchasing operation for a municipality. Work is performed under general direction with broad leeway for independently carrying out the duties of the position. Supervision may be exercised over staff assigned to the Purchasing Department.

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.*

Establishes and operates a uniform system for the procurement of goods and services used by the municipality;

Purchases materials, supplies, equipment and service of equipment under controls of applicable law;

Maintains current inventory of stock items and other material or equipment owned by the municipality;

Issues and records purchase order numbers to approve requisitions;

Keeps a record of back orders and follows up on deliveries;

Answers inquiries regarding purchasing procedures and activities;

Maintains fixed assets inventory.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles, practices and procedures of large scale purchasing; working knowledge of bid and non-bid purchasing and specification writing; working knowledge of good record keeping; good knowledge of business arithmetic and English; ability to plan and supervise the work of others; and ability to compile information and prepare bid specifications.

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- (A) Graduation from a regionally accredited or New York State Registered four-year college or university with a Bachelor's Degree in Business Administration, Accounting, or a related field and one (1) year full time paid experience which shall have involved large scale purchasing activity;
- (B) Graduation from high school and five (5) years of experience as described in (A) above; or
- (C) An equivalent combination of training and experience.

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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NYS Civil Service Commission Approval: N/A

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