

PURCHASING COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for coordinating centralized purchasing activities both bid and non-bid purchasing services, supplies and materials for a municipality. Work is performed under general supervision. Incumbents of this position may exercise supervision over subordinate employees.

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 representatives of county departments to determine purchasing requirements and specifications;

Responsible for bid and non-bid purchasing, including specification preparation and monitoring deliveries;

Answers complaints, suggests solutions to problems and conducts correspondence;

Compiles data for and prepares financial and statistical reports;

Maintains fixed assets inventory;

Updates and maintains products and vendor files on computer system;

Assists others with questions and problems relating to the computer system;

Signs and approves requisitions and purchase orders.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Good knowledge of 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.

PURCHASING COORDINATOR**Page 2****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 a Bachelor's Degree in Business Administration, Accounting or a related field and two (2) years of full-time, paid experience in large-scale purchasing; or
- (B) 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 in Business Administration, Accounting or a related field and three (3) years of full-time, paid experience in large-scale purchasing; or
- (C) Graduation from high school or possession of a high school equivalency diploma and four (4) years of full-time, paid experience in large scale purchasing; or
- (D) An equivalent combination of training and experience as described in (A), (B) or (C) above.

Note: Successful completion of coursework in Business Administration, Accounting or a related field may be substituted for the required experience with three (3) semester credit hours being equivalent to three (3) months of 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.

PURCHASING COORDINATOR
Page 3

Y:\CLASPLAN\Purchasing Coordinator.DOC
Last Reviewed: December 29, 1987
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Retyped into Microsoft Word on 6/23/04
Replaced in Clasplan on November 24, 2015
Revised and Replaced in Classplan: 3/1/2023
Revised and Replaced in Classplan: 5/13/2025 (Edu)