

ASSISTANT PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Purchasing Agent or a school district administrator, this position is responsible for assisting in the purchase of a wide variety of materials, supplies and equipment or a particular type of supplies on a large scale for a school district and/or component school districts. An incumbent researches, sources, negotiates and purchases materials, supplies and equipment and is a point person for procurement process inquiries. The duties of this position involve considerable leeway for independent judgment and action within established policies. Incumbents will have extensive contact with district administrators, professional staff and vendors. Supervision may be a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Initiates contacts with vendors in relation to materials, invoices and contracts;

Obtains and studies comparative prices and quotations;

Researches and writes specifications for a variety of equipment, materials, supplies and services after determining rationale for obtaining them;

Solicits and reviews bids and makes recommendations for the award of bids;

Secures and maintains contracts for materials, supplies and equipment;

Complies with applicable State purchasing regulations and internal policies and control procedures for the various purchasing methods;

Develops and maintains close relationships with staff, vendors and manufacturers;

Consults with personnel regarding goods to be purchased which best meet their needs and completes related detail in regard to same;

Plans and oversees advertising for articles to be purchased and/or sold;

Provides for the maintenance of an up to date inventory;

Acts as a resource to component districts;

Coordinates cooperative bidding and other purchasing activities for component districts as directed;

Responds to procurement concerns from staff, vendors and component districts;

Plans, supervises and streamlines the procedures of billing, order entry, material shipping, receiving, storage and distribution;

Keeps records, compiles data, creates reports and generates charts detailing purchasing activities;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current practices dealing with preparation of purchase specifications; thorough knowledge of the fundamentals of modern office practices, procedures and equipment; good knowledge of the mechanics of purchasing; good knowledge of the laws relating to public purchasing; good knowledge of markets, trade conditions, business methods and purchasing practices in general; good knowledge of school district operations; ability to handle purchasing procedures; ability to comprehend and carry out technical oral and written instructions; ability to articulate technical requirements to vendors; ability to deal tactfully and effectively with vendors, school district officials and the general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; integrity; good judgment; initiative; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and four (4) years of office experience, including or supplemented by two (2) years which involved purchasing activities.**

SUBSTITUTION: An Associate's Degree* in Business Administration or a closely related field may be substituted for two (2) years of the general work experience described above. There is no substitution for the two (2) years of specialized experience.

**DEFINITION: In this case, purchasing activities are defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people will not be considered as qualifying. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level 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.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.