

PURCHASING AND TRANSPORTATION AGENT

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an employee in this class has responsible charge for purchasing a wide variety of equipment and supplies, as well as the planning and operation of a safe, efficient and economical transportation system for a school district. Supervision may be exercised over subordinates in either or both functions. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Prepares competitive bids for supplies, equipment and furniture;

Solicits and reviews bids from vendors for a wide variety of commodities;

Receives and tabulates bids and recommends awards;

Awards contracts of sale to vendors for the purpose of equipment and supplies;

Maintains an up-to-date list of sources of supplies;

Prepares or oversees the preparation of purchase orders;

Supervises the receipt and distribution of supplies, equipment and furniture;

Certifies the satisfactory arrival of purchases and authorizes the processing of invoices for materiel purchased;

Confers with school officers concerning the quality of purchased supplies and equipment;

Conducts interviews with vendors and maintains a current file of trade catalogs available for use by school officials;

Plans operation as well as the maintenance of all district-owned vehicles used to transport students;

Prepares route schedules for all for student transportation in district-owned vehicles as well as for those routes subject to bid by private carriers;

Maintains a current list of all district-owned vehicles including serial numbers and other descriptive information;

Prepares records of transportation activities;

Submits recommendations for annual budget for transportation program;

Conducts training and safety classes for bus drivers;

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May act as a substitute bus driver;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of markets, trade conditions, business methods and purchasing practices in general including a knowledge of a wide variety of commodities; thorough knowledge of standard transportation methods and operation of buses; thorough knowledge of current practices dealing with the preparation of purchase specifications; familiarity with current studies and literature in the field of large-scale industrial and governmental purchasing; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to understand oral and written instructions; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; integrity; good judgment; initiative; resourcefulness; reliability; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) six years of office experience, four years of which included or was supplemented by purchasing activities** and/or dispatching, scheduling or routing of automotive equipment for a commercial, industrial or governmental enterprise or agency; or (b) a Bachelor's Degree* in Business or Public Administration and two years of the specialized experience as described in (a); or (c) a Master's Degree* in Business or Public Administration and one year of the specialized experience described in (a).

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree granting institution.

**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.

SPECIAL REQUIREMENT: Possession of a valid license appropriate to the vehicle to be operated issued by the New York State Department of Motor Vehicles is required at time of appointment.

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.