

## **PURCHASING AGENT**

**GENERAL STATEMENT OF DUTIES:** Performs a variety of tasks in connection with the purchase of a wide variety of materials, supplies, and equipment; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class has responsible charge of all purchasing for the city. Work is performed under the general supervision of the Mayor. The purchasing agent must exercise careful judgment in his/her work since erroneous decisions may result in the loss of large sums of money. Supervision may be exercised over the technical and clerical employees.

**EXAMPLES OF WORK:** (Illustrative only)

- Awards contracts of sale to vendors for the purchase of equipment and supplies;
- Solicits and reviews bids from vendors for a wide variety of commodities;
- Has charge of the clerical review of requisitions from operating departments and the maintenance of related records on expenditures;
- Keeps abreast of current price trends, market conditions, and new or improved items of supply;
- Directs the preparation of specifications for items purchased;
- Prepares purchase ordinances for consideration by the Common Council;
- Plans and oversees advertising for articles to be purchased;
- Confers with supervisors and department heads on the needs of their agencies;
- Supervises technical and clerical employees assigned to the purchasing office.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of markets, trade conditions, business methods and purchasing practices in general, including a knowledge of a wide range of commodities; good knowledge of current practices dealing with appropriations for purchase specifications; good knowledge of current studies and literature in the field of large scale governmental purchasing; ability to understand technical oral and written directions; integrity; good judgment; initiative; resourcefulness; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Either:

- a.) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's Degree in either accounting, business or public administration or economics and one (1) year of experience in moderate to large scale purchasing of a variety of commodities; Or
- b.) Graduation from a regionally accredited or New York State registered two (2) year college with an Associate Degree in either accounting, business or public administration or economics and three (3) years experience as described above; Or
- c.) Graduation from high school and five (5) years of experience as stated above.

Revised MSD: 1/20/99

Revised CSC: 4/21/10

Jurisdictional Classification: Competitive