

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for overseeing a moderate to large scale purchasing program for a wide variety of materials, supplies and equipment. An employee in this class is responsible for preparing specifications, soliciting and analyzing bids and approving or recommending purchases. The incumbent must exercise careful judgment in the work since erroneous decisions may result in loss of large sums of money. The work is performed under general supervision with leeway allowed for exercise of independent judgment in carrying out details of the work. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Solicits and reviews bids from vendors for a wide variety of commodities; Plans and oversees advertising for articles to be purchased; Directs preparation of specifications of items purchased; Recommends the awarding of contracts after study of bids; Reviews requisitions from operating departments, and oversees coding of expenditures and related clerical work attached to purchasing process; Conducts item cost control and market research as to product availability and pricing; Independently purchases minor items of equipment and supplies when legally permissible; Insures that delivered commodities are undamaged in accord with agreed upon terms; Maintains liaison with contractors and vendors in purchasing negotiations; Studies current price trends, market conditions and new or improved items of supply; Maintains inventory on all dispensed goods in order to maintain sufficient stock level for proper facility operation; Assists in formulation of annual budget regarding needs and delivery recommendations.

WHEN ASSIGNED TO A MEDICAL FACILITY: Dispenses supplies within the medical facility with emphasis on quality control.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of market trade conditions, business methods and current purchasing practices and procedures; Thorough knowledge of current practices governing the preparation of purchase specifications; Ability to acquire a good knowledge of purchasing practices; Ability to maintain good working relationship with department heads and others; Ability to understand and follow oral and written direction; Ability to plan and supervise the work of others; Good judgment; Physical condition commensurate with the demands of the position.

WHEN ASSIGNED TO A MEDICAL FACILITY: Ability to acquire a good knowledge of the purchasing practices of a medical facility.

MINIMUM QUALIFICATIONS: Either:

- A. (1) Graduation from a regionally accredited or New York State registered four year college or university with a Bachelor's Degree in either accounting, business or public administration or economics and (2) one year of experience in moderate to large scale purchasing of a variety of commodities; Or
- B. (1) Graduation from a regionally accredited or New York State registered two year college with an Associate Degree in either accounting, business or public administration or economics and (2) three years experience as stated above; Or
- C. (1) Graduation from high school and (2) five years of experience as stated above; Or
- D. Any equivalent combination of training and experience as outlined in A, B, or C above.

Adopted 9/18/79

Revised 7/25/88

Reviewed 9/16/98