

**THE CITY UNIVERSITY OF NEW YORK**  
**Classified Civil Service Position Description**

**Title** Assistant Purchasing Agent  
**Title Code** 12120  
**FLSA Status** Non-Exempt  
**Date Issued** 1/20/00

**General Duties and Responsibilities**

Under direct supervision, assists purchasing agents in the purchasing of various commodities, works in accordance with standard procedure and legal requirements; performs related work. In the New York City Board of Education and the New York City Department of General Services: in addition to the duties listed above, may under direct supervision of purchasing agents, purchase materials, supplies and/or equipment in accordance with standard procedures and legal requirements, prepare necessary purchasing documents, performs the tabulation and analysis of bids, the examination of samples, and the investigation of bidders.

**General Work Tasks**

- Keeps a record of requisition received.
- Examines requisitions and checks the description of items for accuracy, completeness and consistency.
- Assists in editing and revising specifications and conditions of purchase.
- Maintains files for contracts, requisitions and mailing lists of prospective bidders.
- Assists in the tabulation and analysis of bids, the examination of samples and the investigation of bidders.
- Follows up on delayed deliveries.
- Examines trade journals, directories, catalogues, and technical manuals and becomes familiar with market conditions, price trends and trade practices.
- Keep records.
- May interview salesmen and business representatives.

**Qualification Requirements**

1. High school graduation or its equivalent and two years of full-time, paid experience in purchasing a large volume and/or variety of materials, supplies, or equipment, or two years of full-time, paid experience in a field closely related to large-scale purchasing such as inspection or specification writing covering a large volume and/or variety of materials, supplies or equipment; or
2. A baccalaureate degree, from an accredited college, in marketing, materials testing, mathematics, merchandising, purchasing, retailing, economics, or finance; or
3. A combination of education and/or experience which is equivalent to "1" or "2". Education, at an accredited college, in the fields mentioned in "2" above may be substituted for experience.

**Direct Lines of Promotion**

FROM: None

TO: Purchasing Agent ( 12121)

