

ASSISTANT PURCHASING AGENT

GENERAL STATEMENT OF DUTIES: Assists in the purchasing of a wide variety of equipment and supplies for a school district; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction 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. The duties of this position involve considerable leeway for independent judgment and action within established policies. Incumbents may have extensive contact with district administrators, professional staff and vendors.

EXAMPLES OF WORK: (Illustrative Only)

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

Obtains and studies comparative prices and quotations;

Researches for and writes specifications for a variety of equipment, materials, supplies and services;

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

Maintains close relationship with 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;

Keeps records and prepares periodical reports, and 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;

Plans and supervises the procedures in the receiving, storage and distribution operation.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of current practices dealing with preparation of purchase specifications; good knowledge of markets, trade conditions, business methods and purchasing practices in general; ability to handle purchasing procedures; ability to comprehend technical oral and written instructions; integrity; good judgment; resourcefulness; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) graduation from high school or possession of a high school equivalency diploma and four years of business experience, two years of which must have involved procedures related to purchasing, requisitioning and/or bidding activities; or (b) graduation from a recognized college with an Associate's Degree in business and two years of specialized business experience as specified above; (c) a satisfactory equivalent combination of the foregoing training and experience.

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.