

## PURCHASING ASSISTANT (COUNTY)

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class is responsible for providing support with carrying out central purchasing procedures for the county. The employee is also responsible for assisting departments with purchasing requirements and the development of quote specifications as well as compiling data, approving purchase requisitions and communicating with vendors. Work is performed under the general supervision of higher-level administrative personnel, with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Approves purchase requisitions and Amazon order requests: checks and reviews market sources, vendors, and sustainability requirements to ensure the most cost effective and competitive pricing for purchases of commodities;

Prepares RFQ's and/or obtains quotes from vendors; assists Buyers in determining bid specifications for solicitations; verifies the accuracy and completeness of quote and bid submissions;

Generates and files departmental related reports or documents relating to the Department's purchasing function;

Maintains current knowledge of trends and developments regarding governmental purchasing procedures, regulatory changes, and new technologies;

Compiles data from a wide variety of sources (e.g. vendors, staff, administrative, and departments) for the purpose of analyzing purchasing issues;

Qualifies vendors for the purpose of determining their ability to perform according to established specifications; creates and updates vendor files and related documentation; maintains up-to-date vendor relationships and customer service with vendors and end-users;

Contacts vendors to resolve purchasing issues and/or to ensure that purchases made are within county requirements and regulations;

Reviews order documents (e.g. requisitions, change orders, bids etc.) for the purpose of ensuring proper use of funds in the acquisition of supplies, equipment and/or services;

Assists with mailroom operations as needed, including delivery of mail and packages to county departments, sorting of metered and inter-office mail;

Participates in professional development opportunities to support the function of the position;

May perform other duties as assigned.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of purchasing practices and procedures; good knowledge of state and local legal restrictions, limitations and requirements pertaining to purchasing; working knowledge of a wide range of commodities; ability to understand technical written materials and follow technical oral and written directions; ability to prepare technical written material such as specifications; ability to maintain records, including inventory records; ability to make arithmetic computations quickly and accurately; ability to compose simple correspondence; ability to deal effectively and get along with personnel at all levels of an organization; thoroughness; honesty; accuracy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Possession of a Associate's Degree in Business Administration or a related field and one (1) year of full-time paid or its part-time equivalent experience maintaining and compiling business and financial records, a portion of which shall have included purchasing duties; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma and three (3) years of full-time paid or its part-time equivalent experience maintaining and compiling business and financial records, a portion of which shall have included purchasing duties; **OR**
- C. An equivalent combination of training and experience as indicated in A and B above.

**Special Requirement for Acceptance of Applications:** Possession of an appropriate New York State Driver's License.

**Note:** Your degree or college credits must have been awarded or earned by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ULSTER COUNTY  
5302 PCH AST C  
Classification: Competitive  
Grade: 10  
Union: CSEA

Adopted: February 13, 2025