

PURCHASING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for establishing and carrying out central purchasing procedures for a school district. The employee is also responsible for assisting in the preparation of bid invitations for school district purchasing needs and assisting in the determination of specifications and purchasing contracts as well as compiling data, approving purchase orders and qualifying and contacting vendors. Work is performed under the general supervision of higher level administrative personnel of a school district, 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.

Assists in the preparation of bid invitations for school district purchasing needs and assists in determining specifications and purchasing contracts;

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

Ensures compliance with purchasing policies and procedures, and monitors the purchasing process;

Approves purchase orders in accordance with outlined procedures in New York State **General** Municipal Law;

Qualifies vendors for the purpose of determining their ability to perform according to established specifications;

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

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

Maintains purchasing information files and records ensuring the availability of documentation and compliance with established policies and regulatory guidelines;

Participates in professional development opportunities in order 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

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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. Bachelor's Degree from a regionally accredited or New York State registered college or university in Business Administration, Marketing or a related field and one (1) year of paid experience maintaining and compiling business and financial records, a portion of which shall have included purchasing duties; **OR**
- B. Associate's Degree from a regionally accredited or New York State registered college or university in Business Administration, Marketing or a related field and three (3) years paid experience maintaining and compiling business and financial records, a portion of which shall have included purchasing duties; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and five (5) years of paid experience maintaining and compiling business and financial records, a portion of which shall have included purchasing duties; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

ULSTER COUNTY
5301 PURCH AST
Classification: Competitive
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Adopted: February 18, 2010