

SCHOOL DISTRICT PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for establishing and carrying out a central purchasing procedure for a school district. The work may require the supervision of a small clerical staff engaged in processing requisitions and bids. The employee is personally responsible for the preparation of specifications and the opening of bids and also recommending and analyzing the award of bids on the basis of the analysis made. Work is performed under the general direction of a chief business official and the school board with whom the employee confers on matters affecting general purchasing policies and procedures, but the employee is expected to exercise a considerable amount of independent judgment and initiative in the performance of duties. 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.

Prepares specifications on bid items and distributes information to sales representatives and prospective vendors;

Interviews vendors and their representatives regarding product characteristics, prices and market practices;

Prepares schedules for opening bids, opens and tabulates bids, recommends award of bids on the basis of analysis made;

Consults with departments with regard to supply and equipment needs, reviews purchase requests and makes decisions regarding methods of purchasing;

Supervises the computation of statistics covering sales by vendor, category and item, and the keeping of other records necessary for systematic purchasing;

Corresponds with, and interviews, vendors and their representatives regarding price changes, discounts, shipping methods, adjustments and cancellations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of large scale purchasing methods and procedures, including writing of specifications for a wide variety of purchases and of shipping methods and stock control; thorough knowledge of the laws, regulations and procedures governing school district purchasing; thorough knowledge of sources, prices, market factors, product characteristics applicable to the needs of the school district; some knowledge of office management practices, procedures and appliances; ability to plan, assign and supervise the work of a small clerical staff; ability to develop procedures and techniques for locating sources of supply, solicitation of goods and the tabulation and analysis of goods with special reference to competitive bidding; ability to establish and maintain effective working relationships with vendors and school district officials; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Possession of a bachelor's degree and four (4) years of full-time paid, or its' part-time equivalent, experience in purchasing, marketing or buying; **OR**
- B. Possession of an associate's degree and six (6) years of the above experience; **OR**
- C. Graduation from high school, or possession of a high school equivalency diploma, and eight (8) years of the above experience.

ULSTER COUNTY
5745 SD PUR AG
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Adopted: December 10, 1997