

Jurisdictional Class: C
Location: All Jurisdictions.
Fr. Cty. Grade: - -

Revised: 1/11/19

Date: 9/13/19

SCHOOL PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for coordinating the purchasing process for the organization, including processing and verifying purchase of equipment and supplies. The incumbent must exercise careful judgment in his/her work since erroneous decisions may result in the loss of large sums of money. The work is performed under the general supervision of the financial manager. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Has charge of the clerical review of requisitions from operating departments and the maintenance of related records on expenditures;
Prepares and enters specifications for goods, services and commodities to be purchased, consulting with appropriate employees, agencies and subject matter experts for related technical information;
Researches various sources to determine best acquisition options, such as State Contracts;
Prepares and submits purchase orders and/or vouchers for equipment and materials purchased, and follows up to ensure appropriate receipt and payment for goods;
Maintains relations and contract compliance with contractors and vendors;
Maintains vendor lists, price lists, and other reports associated with purchasing;
Assists the financial office with various duties, such as report generating, reviewing and/or processing accounts payable, filing, etc.;
May provide relevant information necessary for budget preparation;
May advertise for bids and Requests for Proposals (RFP), notifying vendors of awards;
Performs other duties as assigned.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Good knowledge of modern methods used in purchasing principles and practices; good knowledge of the preparation of purchase and RFP specifications; good knowledge of modern office practices and procedures; ability to operate a computer and peripheral equipment; ability to understand oral and written directions; ability to express oneself clearly both orally and in writing; ability to get along well with others; high degree of accuracy; integrity; and good judgment.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates or higher; or
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in purchasing or accounting for a business or government agency.