

**DEPARTMENT:** PURCHASING  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** DECEMBER 22, 2011

**FLSA Status:** Exempt/Administrative 12/22/2011

### PURCHASING AGENT

**DISTINGUISHING FEATURES OF THE CLASS:** The Purchasing Agent is a management position responsible for implementing, and overseeing the purchasing policies of Niagara County, and adhering to the purchasing rules and regulations of New York State. The incumbent will obtain competitive prices on supplies and equipment to assure the prudent and economical use of public monies in the best interests of the taxpayers. Duties include writing bid specifications for various departments, analyzing bid results, interviewing bidders, and providing recommendations regarding awards. Strong written and verbal communication skills are required to administer this collaborative process, and accurately capture and fulfill the County's purchasing needs. This position will have the authority to formulate, interpret, and/or implement practices and procedures related to the management and operation of the purchasing function. General supervision is provided by the Director of the Office of Management and Budget. This position has direct supervision over the Buyer and clerical staff. Working within the parameters of Niagara County and New York State purchasing guidelines, the Purchasing Agent will be expected to exercise professionalism and independent judgment to accomplish all related tasks. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Formulates, interprets, and/or implements practices and procedures related to the management and operation of purchasing activities;
2. Implements and oversees internal purchasing actions and insures compliance with Federal, State and local laws;
3. Prepares bid specifications in conjunction with department deadlines to ensure all bids are opened and awarded in a timely manner;
4. Solicits bids and Requests for Proposals from vendors, oversees bid advertising, opens proposals publicly, reviews submissions, analyzes results, distributes to participating department(s), and provides notification of final determination to involved vendors and municipal entities;
5. Ensures that the County adheres to New York State purchasing rules and regulations;
6. Retains all bid files and related records in accordance with County record retention policies;
7. Confers with department officials on their purchasing needs and coordinates quantity requests and supply needs across multiple departments wherever possible;
8. Searches for new vendor sources for goods and materials to reduce costs to the various departments;
9. Reviews and approves Purchase Orders and maintains related records;
10. Oversees Property Inventory Forms and related procedures;
11. Writes and maintains Purchasing Procedures Documents for use by County employees to ensure compliance with State and County Purchasing Laws;
12. Administers the Niagara County Purchasing Card Program;
13. Supervises Buyer and clerical support staff, provides training, evaluates performance, and addresses disciplinary issues and grievances when necessary;
14. Carries out directives and completes special projects assigned by the Director of the Office of Management & Budget.

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

Thorough knowledge of New York State General Municipal Law as related to municipal purchasing; thorough knowledge of modern competitive purchasing methods and procedures; thorough knowledge of the public competitive bidding process and the preparation of bid specifications; thorough knowledge of acceptable and legal business practices dealing with vendors including the understanding of legal aspects and procedures as they relate to the competitive bidding process and contracts; thorough knowledge of modern principles and practices of governmental purchasing using a wide range of literature, established vendor lists, state and federal contracts, and catalogs; good knowledge of office procedures and practices as related to municipal purchasing including encumbrance accounting; strong analytical and computational skills; ability to use modern computer software and peripherals at an acceptable rate of speed and accuracy; ability to prepare and interpret bid specifications, analyze bids, track terms of contracts and bid deadlines for any needed commodity, equipment or service; ability to establish and maintain a good working relationship with department heads and others; ability to plan and maintain work schedules; ability to train and supervise others; ability to compile data and prepare reports; ability to communicate effectively both orally and in writing; thoroughness; initiative; accuracy; integrity; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

#### **SUGGESTED PROMOTIONAL QUALIFICATIONS:**

Three (3) years of permanent competitive status as a Buyer in the Niagara County Office of Management and Budget immediately preceding the date of the written examination.

#### **OPEN-COMPETITIVE:**

Graduation from high school or possession of a equivalency diploma **AND** graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in a business related field, and three (3) years of paid full-time experience in large-scale purchasing of a variety of commodities. One (1) year of the required experience must have involved the supervision of purchasing activities and personnel.