

PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative and managerial position assisting the Purchasing Director in the procurement and competitive bid process of commodities, goods and services for County Departments. The incumbent works directly with automated systems users and acts as a resource person in all purchasing matters. The incumbent is involved with the competitive bidding process in the purchasing of products and/or services. The incumbent is also responsible for the reporting and accounting of various services utilized by County departments. Supervision is received from the Purchasing Director. Supervision of Central Services/Printing personnel, including recruitment and personnel management. Does related work, as required.

TYPICAL WORK ACTIVITIES:

- Assists Purchasing Director with maintaining purchasing information, files and records (e.g. Request for Proposals, Bids, purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines;
- Assists Purchasing Director with Procurement System to include, but not limited to training new system users on a continuing basis , revision of transaction amounts and monthly dollar limits and updating of Procurement card forms and procedures;
- Assists in the development, updating, and implementation of new purchasing policies and procedures;
- Assists in the development of yearly department financial and program budgets;
- Assists in the preparation and development of formal Bids, Request for Proposals and Request for Quotes which lead to contracts for goods and services;
- Assists Purchasing Director in conducting formal bid openings;
- Selects vendors and initiates purchase contracts for materials and/or services;
- Acts as contact between vendors and departments to establish delivery of service/goods and invoice tracking/reporting;
- Recommends substitutes where a savings in costs or improved delivery will result;
- Follows up on delayed deliveries as necessary;
- Assists Purchasing Director, as authorized by County policy, working with County Departments to dispose or recommend the disposal of surplus items for the purpose of providing an efficient process for the County to dispose of obsolete equipment, furnishing and vehicles;
- Summarizes bids submitted by suppliers;
- Reviews requisitions and purchase orders with departments for clarification;
- Supervises the custodial personnel and oversees all operations of such throughout the County.
- Conducts regular staff meetings and ensures annual safety trainings are carried out as stipulated in the Genesee County Health & Safety Manual;
- Manages master schedule of custodial personnel with assistance from Head Custodial worker;
- Assists in the development, updating, and implementation of new custodial policies and procedures;
- Prepares payroll, maintains time and personnel records;

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Compiles, prepares and analyzes a variety of complex financial records and reports;
Provides backup support in the absence of the Central Services Supervisor;
Attends conferences or other meetings pertaining to purchasing and related buying activities, as well as custodial conferences and demonstrations;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL

CHARACTERISTICS: Good knowledge of New York State General Municipal Law as related to municipal purchasing; good knowledge of competitive purchasing procedures; good knowledge of ethical and acceptable business practices in dealing with vendors and suppliers; good knowledge of office procedures and practices as related to municipal purchasing; skill in mathematical computation; ability to meet and deal effectively with salespeople and district representatives; ability to effectively use computer hardware/software (ie. word processing and spread sheets); ability to plan and maintain work schedules; ability to train and supervise others; ability to conduct research; ability to communicate both orally and in writing; ability to establish and maintain effective professional relationships; thoroughness; initiative; accuracy; integrity.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS:

EITHER:

- A. Possession of a Bachelor's Degree in business administration, marketing, accounting or related field;

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OR:

- B. Possession of an Associate's Degree in business administration, marketing, accounting or related field **AND** two years of experience in purchasing, marketing or buying for a business or government agency, or office management in a business or governmental agency where submitting and/or processing computerized purchase orders and/or fixed assets was an ongoing responsibility;

OR:

- C. Graduation from high school or possession of an equivalency diploma recognized by the NYS Department of Education **AND** four (4) years of experience as defined in B above.

NOTE: Your degree must have been awarded 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.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 9/28/22

Revised 11/13/23, 4/17/24