

PURCHASING AGENT

(Board of Cooperative Educational Services)

DISTINGUISHING FEATURES OF THE CLASS: This is responsible work involving the formulation of plans and policies and the development of purchasing procedures and forms to achieve efficient, economical, and timely procurement to meet the needs of the local Board of Cooperative Educational Services. The work also involves responsibility for the oversight and maintenance of the Board's property management system. The work is carried out in accordance with policies of the Board under the general supervision of the Chief Business Official. In conjunction with the Chief Business Officer, direct supervision is exercised over the activities of all Central Receiving and Cooperative Purchasing staff members. A Purchasing Agent does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops the general policies and procedures for handling purchases for BOCES;
- Confers with principals, directors, supervisors, department heads, and other personnel regarding their purchasing needs;
- Establishes a calendar of purchasing activities to assure timely ordering and delivery of goods and services;
- Uses a file of state contracts and other sources exempt from bidding law to obtain supplies and equipment best available through these sources;
- Determines needs for formal bidding, purchases through state contracts, sources exempt from bidding law, and those obtainable by direct purchase;
- Solicits informal quotations and formal bids;
- Writes specifications based on requests for supplies, services, and equipment, and consultations with users to assure correct vendor delivery of bid and non-bid items;
- Places bid advertising in accordance with law and analyzes bids to determine low bidder conformance to specifications and recommends bid award to Board;
- Directs the issuance of purchase orders to vendors;
- Assures conformance with specifications by establishment of inspection, receipting, and reporting procedure for deliveries from vendors;
- Interviews vendors and sales representatives to discuss product lines, quality levels, and product availability;
- Coordinates and participates in cooperative bidding/purchasing efforts;
- Maintains current information concerning sources of supply such as Surplus Property Administration, State Contracts, Industries for the Blind, Division of Industries of the Department of Correction, etc.;
- Establishes locations for storage and delivery and procedures for distribution control of equipment and supplies;
- Maintains specification files and bidders' lists;
- Keeps abreast of current price trends, market conditions, and new and improved items of supply and service;
- Checks on deliveries of supplies, materials, equipment, and services in order to verify the validity of claims submitted to the Board;
- Develops and oversees the maintenance and control of property classification and inventory systems for fixed assets in conformity with the Uniform System of Accounts;
- Establishes procedures for the periodic evaluation of fixed asset inventory levels;
- Periodically audits insurance coverage against inventories, appraisals, liabilities, and replacement cost;
- Contacts vendors and sales representatives in order to expedite shipments and insure that shipping dates are met;
- Provides information and staff assistance to the District Treasurer for preparation of annual reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles and practices of governmental purchasing; good knowledge of the principles and practices of administrative supervision; good knowledge of current supply markets and trade conditions; good knowledge of business administration procedures; good knowledge of the principles and practices of property management and fixed asset accounting; good knowledge of methods used in keeping financial accounts and records; good knowledge of word processing programs; ability to identify and establish priorities; ability to readily acquire familiarity with laws, regulations, and policies as they apply to procurement in the governmental sector; ability to apply a critical attitude in the inspection and evaluation of provided products and services; ability to communicate effectively both orally and in writing; ability to be firm and forceful with delinquent suppliers; personal integrity; resourcefulness; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and, either:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by 24 semester credit hours in marketing, accounting, business education, business or public administration and two years of experience involving purchasing materials, supplies, and/or equipment;

OR

B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in marketing, accounting, or business administration and four years of experience involving purchasing materials, supplies, and/or equipment;

OR

C) Six years of experience involving purchasing materials, supplies, and/or equipment;

OR

D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C) above.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 03/24/81

Revised: 11/09/2018