

DEPUTY PURCHASING AGENT

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Purchasing Agent, and acting for and on behalf of the Purchasing Agent, the incumbent has responsibility for the purchase of large quantities of materials, equipment, and supplies for the county, as well as oversight responsibility for the Bureau of Purchase automated purchasing system. Supervision is exercised over a small number professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises all aspects of buying and acts on behalf of the Purchasing Agent during the latter's absence;

Prepares and writes specifications for a variety of materials, equipment, and supplies;

Secures bids as prescribed by law and makes awards therefrom;

Reviews contracts for purchase of materials and gathers information on various brands of items to be purchased and reliability of sources of supply;

Checks requisitions and purchase orders against specifications and catalogues;

Assists in the buying as required;

Checks requisitions for propriety (budget charge, approval, etc.);

Consults with departments regarding goods to be purchased which best meet their needs and completes related detail in regard to the same;

Assists with the preparation of the annual budget relating to the purchase and replacement of equipment for the approval of the Commissioner;

Oversees and monitors the use of the automated purchasing system by both purchasing staff and departmental users; acts as liaison with Department of Information Technology on matters such as system upgrades, conversions, etc.;

Assists in evaluating equipment at budget approval time to substantiate the need for new or rehabilitation of equipment;

Interviews salesman and company representatives in order to gain a more thorough knowledge of the products being considered;

Attends conventions and forums pertaining to purchase and warehousing;

Prepares reports and answers correspondence;

Uses computer applications or other automated systems such as spreadsheets, word-processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (con't)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of purchasing a wide and varied number of articles, goods and equipment insofar as price and quality are concerned; thorough knowledge of the laws relating to public purchasing in Westchester County; thorough knowledge of storage and inventory control; thorough knowledge of acceptable business practices in dealing with product suppliers; good knowledge of budget and accounting classification against which departmental changes may be made; ability to meet and deal effectively with salesman and County departmental representatives; ability to plan and supervise the work of others; integrity; ability to communicate effectively, both orally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; accuracy; good judgment; initiative; thoroughness; tact; ability to get along with others; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and nine years of experience where the primary function of the position was the buying/purchasing* of a wide variety of commodities in the purchasing department of a large organization (at least 500 employees), five years of which included writing and negotiating contractual agreements, one year of which must have been in a supervisory capacity.

SUBSTITUTION:

- 1) Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the above stated general experience. There is no substitution for the specialized experience.
- 2) Certification as a Purchasing Manager (C.P.M.), Certification as a Public Purchasing Official (C.P.P.O.) or Certification as a Public Purchasing Buyer (C.P.P.B) may be substituted for one year of the required above stated general experience.
- 3) Satisfactory completion of 30 credits* towards a Master's Degree in Business Administration, Economics, Finance or related field may be substituted for one year of above stated experience exclusive of the supervisory experience.

*DEFINITION: Buying/purchasing experience is defined as experience which includes determining customer requirements, reviewing specifications, participating in the bid process, evaluating offers, preparing contracts and/or purchase orders, and vendor relations and follow-up. Experience limited to requisitioning or ordering from sales people will not be considered qualifying experience. Also, clerical experience in the processing or preparation of purchase order forms is not qualifying experience.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.