

PURCHASING AGENT (TOWN)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and technical work involving responsibility for performing a variety of activities in the operation of a purchasing function in a town. The work includes planning, coordinating and implementing policies and procedures and overseeing the daily activities of the purchasing department. The work is performed under the general direction of the Town Supervisor and supervision is exercised over clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares specifications for public bidding for town purchases, analyzes bids and makes recommendations for procurement to the town board;
Oversees all bidding aspects of public works procurement;
Supervises the purchasing of a variety of supplies, materials and equipment;
Oversees the clerical review of requisitions from operating departments and maintenance of related records on expenditures;
Supervises the activities of the purchasing department staff;
Develops and revises specifications for a variety of supplies and equipment;
Awards contracts of sale to vendors for the purpose of equipment and supplies;
Maintains liaison with contractor and sellers;
Keeps abreast of current price trends, market conditions and new or improved items of supply;
Prepares a variety of records and reports;
Meets with administrators of participating agencies regularly to discuss existing programs and possible expansion of other programs;
Coordinates and oversees inventory management;
Attends conferences and meetings pertaining to purchasing activities;
Oversees excess and surplus equipment disposal procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of laws, practices and procedures regarding purchasing in a public agency; good knowledge of business administrative practices, procedures and equipment; good knowledge of inventory control practices; ability to develop and oversee policies and procedures; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in oral and written form; ability to prepare and interpret purchase specifications; ability to analyze and interpret complex written material such as government regulations; ability to supervise the work of others; ability to use computer software (e.g. word processing, spreadsheet applications) applicable to the purchasing function*; ability to establish and maintain cooperative relations and communications with others.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and three (3) years of experience in large scale purchasing of a variety of commodities including experience in the preparation of specifications and the awarding of contracts.

(over)

NOTES:

1. Additional years of the required experience may be substituted for college on a year-for-year basis up to three (3) years.
2. A Bachelor's degree or higher in Accounting, Finance, Business, Public Administration or a closely related field may be substituted for one (1) year of the required experience.

*To be demonstrated during the probationary period.