

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PURCHASING AGENT **GRADE:** 14

TITLE ABBREVIATION: PURCHASING AGENT **TITLE NO.:** 6547

JURIS. CL: C **SALARY CODE:** 01 **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: GENERAL SERVICES **DIVISION:**

SUPERVISOR'S TITLE: DIRECTOR OF COMPLIANCE

DISTINGUISHING FEATURES OF THE CLASS: The work involves providing centralized purchasing of quality goods and services for all County departments. Incumbents facilitate the procurement process through to final approval and receipt and acceptance of goods. Work is performed under the general supervision of the Director of Compliance in accordance with established state and local statutes and policies. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Facilitates the procurement process from initial request through final acceptance of goods;
2. Confers with department heads or designated representatives to determine needs and to provide advice on purchasing matters;
3. Keeps current on price trends and market conditions and new or improved items;
4. Develops and prepares request for quote (RFQ), request for proposal (RFP) documents and analyzes them for conformance with state and local regulations;
5. Formulates bid documents, tabulates and recommends award of bids;
6. Develops and revises specifications for supplies and equipment as directed by the Director in order to ensure impartial and non-restrictive competition;
7. Develops training materials and facilitates on-going instruction of County personnel in order to facilitate adherence to and understanding of policies and procedures related to the purchasing function;
8. Maintains liaison with vendors and contractors and investigates their reliability and capacity to meet the criteria of governmental purchasing;
9. Performs special purchasing projects, cost analysis, standardization reviews and survey of County requirements for specific items;

-continued-

10. Provides assistance as needed in preparation of the County budget;
11. Assigns tasks to subordinate staff and periodically reviews the work to ensure compliance with appropriate policies and procedures;
12. Attends meetings, conferences and workshops as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of market conditions, price trends and purchasing practices; good knowledge of principles and practices of governmental purchasing; good knowledge of general municipal law as it applies to purchasing; working knowledge of accounting and analytical procedures; skill in the use of computers; ability to prepare and interpret purchase specifications; ability to communicate effectively both orally and in writing; ability to develop and maintain professional working relationships; integrity; accuracy; resourcefulness; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Bachelor's degree or higher and one (1) year of experience in purchasing a variety of commodities and/or procurement of contracts;
- (B) Completion of sixty (60) credit hours and three (3) years of experience as outlined in (A) above;
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above.

SPECIAL REQUIREMENTS: Must possess and maintain a valid driver's license.

Note: Your degree or credits 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 or credits were 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.