

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** PURCHASING TECHNICIAN

**TITLE #:** 1504

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class performs technical work of limited responsibility in the purchase of an assigned group of commodities and/or services as a part of a central purchasing operation. The incumbent follows a set of procedures prescribed by law and municipal regulations. The work involves dealing with vendors and consulting superiors when assistance is needed and for authorization to award large orders. Work is reviewed by an administrative supervisor to assure conformance with established policies and procedures. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Reviews and edits purchase requisitions, notifies departments of adjustments, and explains purchase procedures;

Interviews vendors and explains purchasing procedures;

Writes purchase specifications for bid requests;

Analyzes competitive bids and awards orders to lowest responsible bidder;

Maintains vendor file and records bids submitted;

Locates and evaluates new sources of supply;

Checks prices and approves invoices on purchase orders;

Schedules delivery dates and follows up on delayed deliveries;

Performs other routine purchasing and clerical duties as assigned.

May coordinate the work of clerical personnel who assist with purchasing details;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of large-scale purchasing methods and procedures; good knowledge of the grades, qualities, supply sources and market factors of commodity categories frequently required by municipal departments; some knowledge of elementary bookkeeping methods in the keeping of accurate and systematic procurement records; ability to maintain detailed records and to perform a variety of related clerical tasks; ability to obtain and interpret market prices and trends and to apply such interpretations to procurement problems; ability to establish and maintain effective working relationships with co-workers, vendors and departmental officials; physical conditions commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an Associates degree in Business Administration, Accounting or related field and two (2) years of experience directly involving the purchasing function; OR
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as outlined in (A) above; OR
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: 1/10/07 AT