

## PURCHASING ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized purchasing work involving planning and coordinating of the procurement process. Under the general supervision of the Purchasing Agent, and incumbent of this class performs technical purchasing functions and responsible clerical duties required in purchasing procedures involved in the purchase of large quantities of material, equipment and supplies. The incumbent is responsible for the sealed bid process and for accounting control of inventory utilizing computerized database system. Supervision may be exercised over subordinate clerical personnel. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Maintains an extensive understanding of public procurement requirements and assigned bid commodity specifications relating to products; Confers with staff and department heads and materials manager, as necessary, to clarify materials requests/requirements; Refers to higher authority requests for items incumbent is not authorized to purchase; Monitors compliance with current policy for purchasing and receiving materials, recording and reporting transactions, materials distribution and accountability; Assists with the direct supervision over lower level purchasing personnel, and other clerical staff within the department; May facilitate bid information during an audit; May assist management in the preparation of budgetary items; Monitors marketing conditions, products and pricing; Maintains inventory records; Maintains the timetables of bidding projects; Conducts and evaluates bidding process; Reviews and submits periodic reports of department receipts and materials distribution to those requiring such information; Works within and oversees the various distribution and charging systems for materials; Reviews and processes appropriate paperwork for vendors contracts; Actively seeks and secures new vendors for bids.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of current practices dealing with preparation of contracts for cooperative customers and specifications; Thorough knowledge of RFP'S and RFQ'S; Good knowledge of the mechanics of contract preparation, and administration pursuant to the regulations needed for purchasing; Good knowledge of markets, trade conditions, business methods and various contract types for purchasing practices in general; Working knowledge of school district operations; Working knowledge of analyzing formal bids, quotes, requests for proposals, analyzing formal bids, quotes, requests for proposals, analyzing data to make recommendations for awards. Ability to understand and handle contracts for purchasing procedures; Ability to comprehend and carry out technical oral and written instructions; Ability to articulate technical requirements to vendors; Ability to deal tactfully and effectively with vendors, school district officials and the general public; Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; Ability to read, write, understand and communicate in English sufficiently to perform the essential functions of the position; Integrity and good judgement; Initiative and resourcefulness; Physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered two year college with an Associate's Degree in business administration, economics, marketing, accounting or related field, and two (2) years experience in procurement, distribution and maintenance of inventory; OR

B. Graduation from high school or possession of a high school equivalency diploma and four (4) years experience in public procurement, distribution and maintenance of inventory; OR

C. An equivalent combination of training and experience as defined in A or B above.

NOTE: For the purposes of these minimum qualifications, purchasing must involve a situation where an individual has the authority to make independent decisions concerning the purchasing of items.

NOTE: Eligibility for an appropriate level New York State Driver's license at time of application. Possession of license at time of appointment and maintained during employment.

Adopted: 8/2/21

Reviewed: 4/5/22