

SENIOR PURCHASING CLERK

DISTINGUISHING FEATURES OF THE CLASS: This is specialized purchasing work involving planning and coordinating of the procurement process. An employee in this class is responsible for understanding purchase requirements and sources of supply, and for analyzing the availability of a variety of products. This class differs from a purchasing clerk in that there is a higher level of responsibility and a specialized knowledge of group purchasing required. This class differs from a purchasing agent in that the incumbent is limited in those items he or she is authorized to purchase. The work is performed under general direction with considerable leeway allowed for the exercise of independent judgment within established policies and procedures. The incumbent may have overall responsibility for purchasing in the absence of their supervisor. Direct supervision may be exercised over clerical, stockroom, and lower level purchasing 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 business methods and purchasing practices; Thorough knowledge of normal source of supplies for a variety of products; Thorough knowledge of procurement laws and regulations, both State and Federal; Good knowledge of current market conditions; Ability to organize and supervise the work of others; Ability to analyze and compare prices and quotations; Ability to work with technology; Ability to maintain good working relationships with department heads and fellow employees and stakeholders; Ability to conduct research and give presentations; Ability to understand and follow oral and written directions; Ability to communicate effectively both orally and in writing; Good judgment; Integrity; Attention to detail; Accuracy; and Physical condition commensurate with the demands 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 public 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: 10/18/01

Revised: 1/14/19