

PURCHASING ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for assisting the City Comptroller with the administration of the purchasing program. This involves reviewing, editing, approving and processing requisitions for equipment, supplies and services, in accordance with State Law and local policies. The incumbent is also responsible for meeting with product vendors, preparing and reviewing bids, advertising bids, coordinating Requests for Proposals with Department Heads, and related purchasing duties. Work is performed under the general supervision of the City Comptroller with considerable leeway allowed for the exercise of independent judgment within the limits of established laws and policies. Supervision is not a duty of this position. Does related work as required.

TYPICAL WORK ACTIVITIES:

Advises department heads and/or personnel on equipment availability making recommendations relative to purchasing on which is the most cost effective;

Reviews departmental requisitions for the purchase of equipment, supplies and services;

Ensures compliance with State Purchasing Laws and City policies by reviewing and editing requisition in accordance to the laws and policies;

Researches products using the latest technology such as the Internet and keeping abreast of current market trends;

Meets with new product vendors to obtain product information and cost;

Initiates and prepares bids and specifications for the purposes of contracts for goods and services;

Advertises and records all bids in accordance to State law and local policy;

Maintains contact with vendors by telephone or correspondence;

Maintains a file system for tracking purchase orders, vendors, and other pertinent information related to purchasing;

Contacts vendors for product options/discounts;

Files claims for payment for goods and services;

Completes routine office tasks such as filing, copying, and mailing.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of purchasing and of office procedures;

Good knowledge of State and City purchasing laws, policy, and terminology;

Good knowledge of business arithmetic;

Ability to review the work of others for the purposes of accuracy;

Ability to pay close attention to details;

Ability to establish and maintain effective working relationships with various City personnel;

Ability to communicate effectively both orally and in writing;

Ability to manipulate an alphanumeric keyboard such as a personal computer for the purposes of retrieving information, and/or composing letters, memos or any other related document ;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in business administration, retail sales management, or marketing and one (1) year experience in purchasing supplies and equipment, or retail sales involving item pricing or cost analysis of items or goods; or

- (b) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience in purchasing supplies and equipment, or retail sales involving item pricing or cost analysis of items or goods; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.