

PURCHASING TECHNICIAN0341DISTINGUISHING 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 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 larger orders. The incumbent supervises clerical personnel who assist with purchasing details. 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;

Supervises clerical personnel engaged in preparation of specifications and distribution of information to sales representatives and user departments.

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 County or 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 condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONSOPEN COMPETITIVE

Either:

(a) Graduation from a college with federally-authorized accreditation or registration by NY State with a Bachelor's Degree; or,

(b) Graduation from a standard senior high school or possession of a high school equivalency diploma and four (4) years of experience in purchasing, marketing or buying for a commercial, industrial or governmental enterprise or agency; or,

(c) An equivalent combination of education and experience as defined by the limits of (a) and (b).

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SUFFOLK COUNTY
Competitive
Review 04/11/19